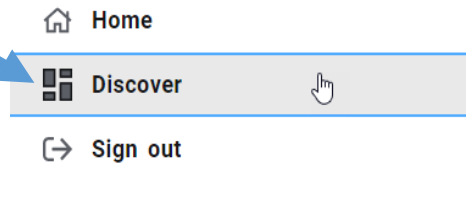
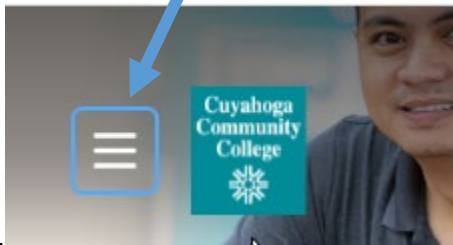


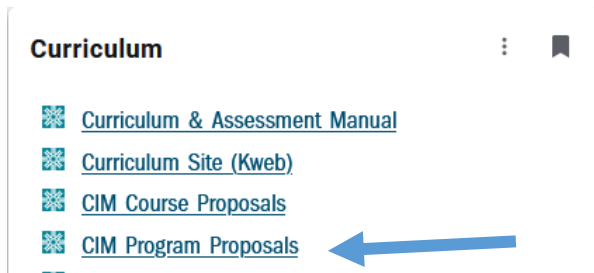
How to Edit an Existing Program in CIM

Step 1: Login to the CIM Program Management System and begin proposal:

1. Open the Firefox browser. This is the vendor-recommended browser.
2. Log in to My Tri-C Space.
3. From the Main Menu, click Discover

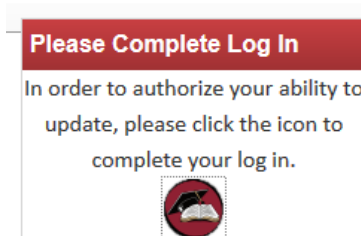


4. Type *Curriculum* in the search bar
5. Click on the **CIM Program Proposals** link





This will take you to the CIM landing page, seen below. Click the box that appears asking you to complete Log in.

6. This will direct you to the CIM Programs Landing Page. Click the box that appears asking you to complete Log in.



- Find your program by typing the complete program name in the search field (e.g. S361-BADM), by typing the major code with an asterisk at the end (e.g. S361*), or by typing the subject code in between two asterisks (e.g. *BADM*).

Program Management

You are logged in as S00074109  [Help](#) 


Search, edit, add, and deactivate programs.


Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

S361-BADM History - OR -

Program Code	Program Name	Workflow	Status
S361-BADM	Business Management, Associate of Applied Business		





Viewing: **S361-BADM : Business Management, Associate of Applied Business**

[Preview Workflow](#)

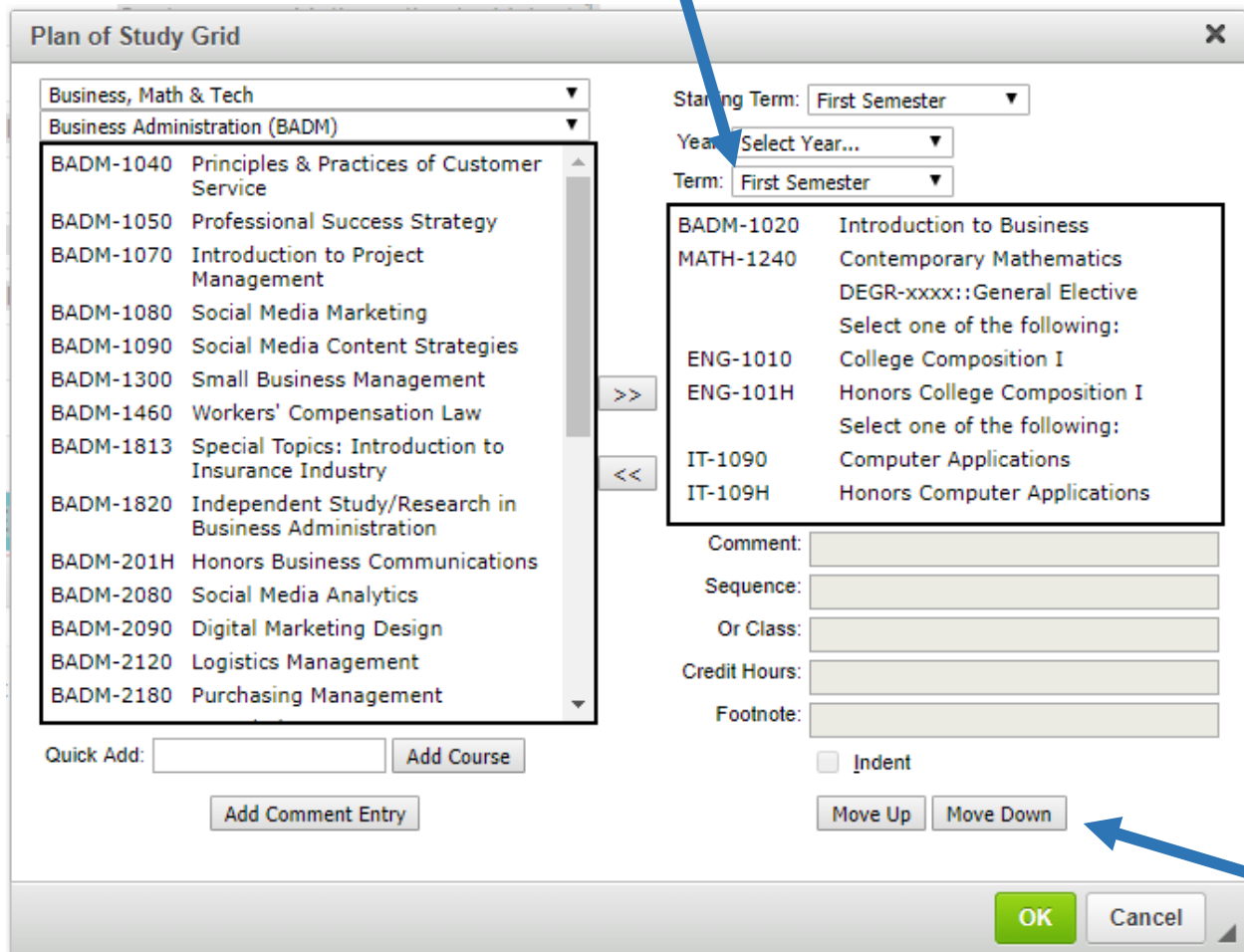
- Once you have found your program, click on the **Edit Program** button.

Step 2: Edit the program information:

- Select the desired **Effective Catalog** term (i.e. Fall 2019). If you are proposing for a future term that is not available in the drop down box, contact Becky Wiggins at X4797 to have an additional term added.
- Enter the **Rationale** for the edits you will make to the program.
- Continue through the program form and enter your edits. If you need to edit the **Semester Sequence** or **Pathway**, or if you need to add an attachment, please see the instructions below.

How to Edit a Semester Sequence

1. **Double** click on the table in the **Semester Sequence** box to open it up for editing. A plan of study grid will open (see image below).
2. In the right hand column, select the **Term** you would like to edit (e.g. First Semester, Second Semester, etc.)



Plan of Study Grid

Business, Math & Tech

Business Administration (BADM)

BADM-1040 Principles & Practices of Customer Service

BADM-1050 Professional Success Strategy

BADM-1070 Introduction to Project Management

BADM-1080 Social Media Marketing

BADM-1090 Social Media Content Strategies

BADM-1300 Small Business Management

BADM-1460 Workers' Compensation Law

BADM-1813 Special Topics: Introduction to Insurance Industry

BADM-1820 Independent Study/Research in Business Administration

BADM-201H Honors Business Communications

BADM-2080 Social Media Analytics

BADM-2090 Digital Marketing Design

BADM-2120 Logistics Management

BADM-2180 Purchasing Management

Starting Term: First Semester

Year: Select Year...

Term: First Semester

BADM-1020 Introduction to Business

MATH-1240 Contemporary Mathematics

DEGR-xxxx::General Elective

Select one of the following:

ENG-1010 College Composition I

ENG-101H Honors College Composition I

Select one of the following:

IT-1090 Computer Applications

IT-109H Honors Computer Applications

Comment:

Sequence:

Or Class:

Credit Hours:

Footnote:

Indent

Move Up Move Down

OK Cancel

3. To move a course from one semester to another, remove it from its current semester by clicking on the course in the right column and using the << button. To add it to the new semester, go to the desired semester using the **Term** drop down, and add it by clicking the desired course in the left column and using the >> button.
4. To move a course within the selected semester, click on the course you would like to move and hit the **Move Up** or **Move Down** button until it is in the correct sequence order.

5. To add a new course to a semester, you have three options:

At the top of the left-hand column, use the drop down menus to select the appropriate **Division** (i.e. Business Math, and Tech) and **Subject** (e.g. Math). This will populate a list of courses offered in the subject area.

Option 1

Select course from **Course Inventory** in the left hand column course list. Click >> button to add a course to the grid.

Option 2

Double-click a course in the **Course Inventory**, sending it into the right-hand column.

Option 3

Enter course code into **Quick Add** (e.g. HOSP-1945) and click **Add Course**. Use this method to enter new and/or renumbered courses, as they will not appear in the **Course Inventory**.

6. To build a list of “or choices” (i.e. ENG-1010 or ENG-101H):
 - a. Select the course just above where the “or choices” should appear.
 - b. Click **Add Comment Entry**.
 - c. Enter “Select one of the following:” in the **Comment** field.
 - d. List credit hours of choice in **Credit Hours** box.
 - e. Select the desired courses from left hand column and double click the >> button.
 - f. Select **Indent** button on each course that should appear under the “Select one of the following:” heading.
 - g. Click **OK** to save your table.

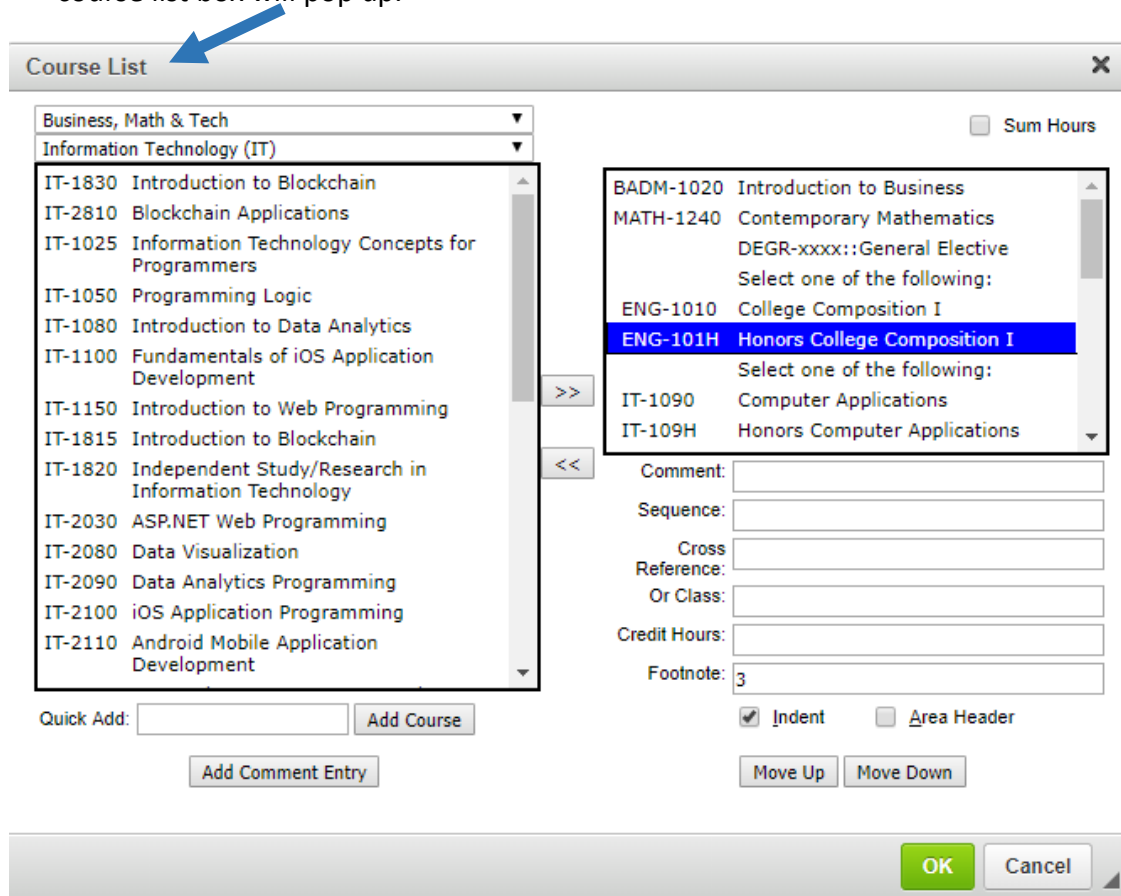
The screenshot shows the 'Course List' dialog box. On the left, under 'Liberal Arts', the 'Philosophy (PHIL)' section is expanded, showing a list of courses from PHIL-1000 to PHIL-280H. On the right, under 'Business', the 'BADM-1020 Introduction to Business' section is expanded, showing a list of courses from ENG-1010 to ACCT-1020. A comment field contains the text 'Select one of the following:'. The credit hours field contains the number '3'. The 'Indent' checkbox is checked. The 'Move Up' and 'Move Down' buttons are visible. Annotations with arrows point to the 'Add Comment Entry' button, the comment field, the credit hours field, the 'Indent' checkbox, and the 'Move Up / Move Down' buttons.

7. To edit an **Elective Table**, **Double** click on the table and use the instructions on pages 3-4 to add and/or remove courses.
8. If you need to build open general electives (i.e. arts and humanities), contact the Curriculum Office at X4797 for separate instructions.
9. Scroll down to bottom of form and click **Save Changes**. This will save the changes and close the editing box. To continue editing, click the green **Edit Program** button from the Program

Management Home Page. This ensures that the edits you made have been saved before you go on to editing the next field.

How to Edit the Pathway Table (Degrees only)

1. Scroll down to the pathway course list field and **Double** click on the pathways table. The course list box will pop up.



2. To add or remove a course to/from the pathway, see the instructions on page 3-4.
3. Pathway Course list should be built for courses to appear in the same order as they are listed in the Semester Sequence. Remember you can use the **Move Up** and **Move Down** buttons to ensure the sequence is correct.
4. When you have finished editing your **Pathway Table**, click on **Save Changes** at the bottom of the form. This ensures that the edits you made have been saved before you go on to editing the next field.



Attaching Advisory Committee Minutes and other supporting documentation.

1. Scroll down to the **Attachments** field.
2. Click the green **Upload File** button.
3. Navigate to the drive where the document you want to attach is located.
4. Select file
5. Click **Open**
6. File will attach. Repeat to attach multiple files.
7. Scroll Down to bottom of screen and click **Save Changes** to save and be able to continue working.

After completing the form, click one of the following:

1. **Cancel** to not save any changes and return to the previous window
2. **Save Changes** to save any changes that have been made and come back to the form at a later time. Clicking **Save Changes** does not submit the proposed changes to workflow and will allow you to save without filling out all the required fields. The status of the saved form will be "Edited" and may be edited at a later time by searching for the program or doing a quick search for all edited programs.
3. **Save & Submit (Start Workflow)** to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted for approval. The edited program will go to the next person in the workflow. The next user in workflow will be sent an automated email notifying the user that a program change is ready to be reviewed, edited, approved, or rejected.