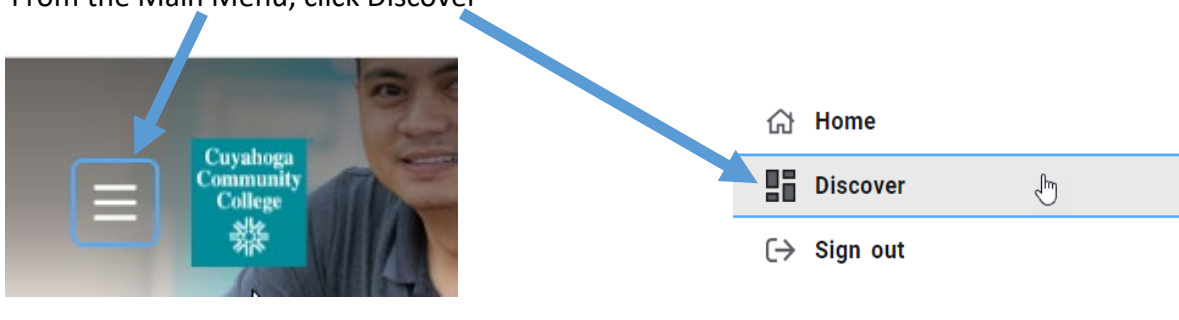


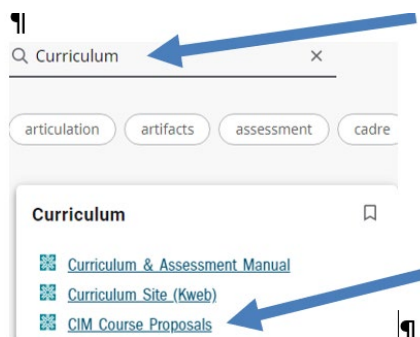
How to Create a Part-Time Program Pathway for an Existing Program in CIM

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

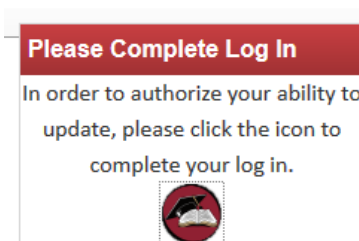
1. Open the Firefox browser. This is the vendor-recommended browser.
2. Log in to My Tri-C Space.
3. From the Main Menu, click Discover



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

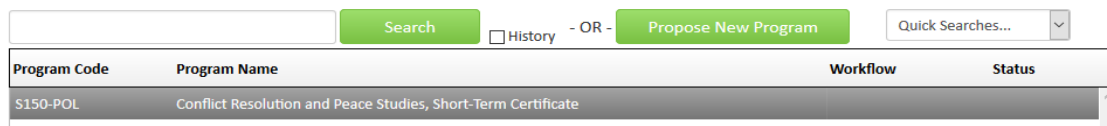


6. This will direct you to the CIM Programs Landing Page. Click the box that appears asking you to complete Log in.



- Click on the Green Propose New Program button in the upper right corner of the screen. This will open the New Program Editing Screen.

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

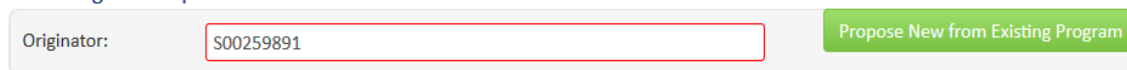


The screenshot shows a search bar with a 'Search' button, a 'History' checkbox, and a 'Propose New Program' button. Below the search bar is a table with columns: Program Code, Program Name, Workflow, and Status. The first row shows 'S150-POL' for 'Conflict Resolution and Peace Studies, Short-Term Certificate'.

Step 2: Enter the program information:

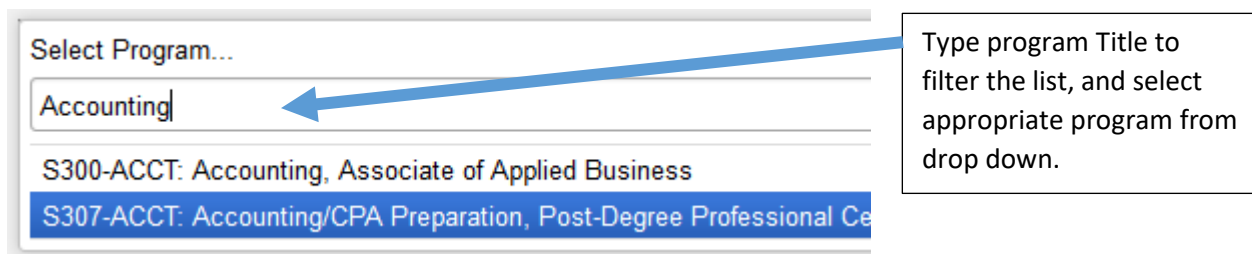
- Click the green **Propose New from Existing Program** Button.
- A warning box will appear to let you know this will overwrite any information you've already entered. Click **OK** to continue.

New Program Proposal



The screenshot shows a form with an 'Originator' field containing 'S00259891' and a green 'Propose New from Existing Program' button.

- A Program selection box will appear. Type in the name of the program you wish to create a part-time program pathway or the major code (i.e. Accounting) to filter the choices in the drop-down box and select the appropriate program from the drop-down box. Click the **Copy Program** button.



The screenshot shows a 'Select Program...' dropdown menu with 'Accounting' entered. Below the dropdown, two programs are listed: 'S300-ACCT: Accounting, Associate of Applied Business' and 'S307-ACCT: Accounting/CPA Preparation, Post-Degree Professional Ce'. A text box on the right says: 'Type program Title to filter the list, and select appropriate program from drop down.'

- This will populate in fields from the existing program. You can now edit fields appropriately to create the part-time program proposal.
- Edit the program **Title field** to add 'Part-Time Pathway' to the end of the title, following this format: Accounting, Associate of Applied Business, Part-Time Pathway
- Select the desired **Effective Catalog** term (i.e. Fall 2026). If you are proposing for a future term that is not available in the drop-down box, contact Cheryl Kovach X4892 to have an additional term added.

7. In the **Rationale**, enter “Creating part-time program pathway for College Catalog.”
8. Enter the **Program Description**. Revise program description to include information to communicate that this is the recommended sequence for students planning to pursue the program on a part-time basis. Note, if the program admissions requirements can be taken part-time, but students need to plan for full-time enrollment (or full-time contact hour commitment due to clinicals, that may still be part-time credits) once they are admitted to the program, include that information here.

Step 3: Edit the Semester Sequence

1. Double-click on the existing Table in the Semester Sequence box to open it up for editing.

Plan of Study Grid

Business, Legal Professions, and Hospitality Management

Accounting (ACCT)

Starting Term: First Semester

Year: Select Year...

Term: First Semester

FIRST SEMESTER

ACCT-1311 Financial Accounting

BADM-1020 Introduction to Business

MATH-1190 Algebraic and Quantitative Reasoning

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: 3

Footnote:

☐ Indent

Move Up Move Down

Quick Add: Add Course

Add Comment Entry

OK Cancel

The editing box should open to the starting term. In the example above, this is the First Semester, but for some programs it could be “Summer Start” or “Program Admissions Requirements”.

- Click on each course in the right-hand box that will not be included in the first semester for the part-time program and click on the move left arrow (<<) to take them out of that semester and move them over to the course selection box. Each course must be moved separately, leaving only the courses you wish to recommend. See example below:

Plan of Study Grid

Business, Legal Professions, and Hospitality Management ▾
Accounting (ACCT) ▾

ACCT-2041 Business Taxation
ACCT-2320 Intermediate Accounting II
ACCT-2340 Cost Accounting
ACCT-2500 Governmental/Non-Profit Accounting
ACCT-2510 Auditing
ACCT-2812 Special Topics: Introduction to Investments
ACCT-2820 Independent Advanced Study/Research in Accounting
ACCT-2830 Cooperative Field Experience
ACCT-1311 Financial Accounting
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

Quick Add:

Starting Term: First Semester ▾
Year: Select Year... ▾
Term: First Semester ▾

BADM-1020 Introduction to Business
MATH-1190 Algebraic and Quantitative Reasoning

>> <<

Comment: or higher Approved Ohio Transfer 26 Mathemat
Sequence:
Or Class:
Credit Hours: 3
Footnote: 1, 2
☐ Indent

- Next in the right-hand column, click on the Term drop down, and select the next appropriate semester (i.e. Second Semester. Leave the Year field blank.)

Plan of Study Grid

Business, Legal Professions, and Hospitality Management ▾
Accounting (ACCT) ▾

ACCT-2041 Business Taxation
ACCT-2320 Intermediate Accounting II

Starting Term: First Semester ▾
Year: Select Year... ▾
Term: **Second Semester** ▾

4. Click on each course in the right-hand box that will not be included in the semester you are working on. Click on courses from the left-hand box that should be included in the semester you are working on for the part-time program and click on the move right arrow (>>) to move them from the course selection box to the semester box.
5. Repeat these steps for each semester until you have built out all of the required courses. Pay attention to pre-requisites when creating the part-time sequence. It is recommended to have 6-9 credits per semester. **Note: For requirements that have an "or choice"** (i.e. ENG-1010 OR ENG-101H), you will need to recreate the "select one of the following" comment entry. This is detailed in step #6 below. If this is not the case, you can skip this step and move to step #7.
6. Click Add Comment Entry. Enter "Select one of the following:" for the Comment Entry. List credit hours of choice in credit hours box. Select the desired courses from left hand column and click the (>>) button. Select Indent button on each course that should appear under the "select one of the following heading." This allows the credit hours to calculate correctly for the "or choice" (prevents double counting).

The screenshot shows the 'Course List' dialog box. On the left, a list of philosophy courses is shown under the 'Philosophy (PHIL)' category. On the right, a list of business and accounting courses is shown. The 'Comment' field contains 'Select one of the following:'. The 'Credit Hours' field is set to 3. The 'Indent' checkbox is checked. The 'Area Header' checkbox is unchecked. The 'Move Up' and 'Move Down' buttons are visible. The 'OK' and 'Cancel' buttons are at the bottom right.

Annotations with arrows pointing to specific fields and buttons:

- Add Comment Entry**: Points to the 'Add Comment Entry' button at the bottom left.
- Enter Comment Text**: Points to the 'Comment' text field.
- Enter Credits**: Points to the 'Credit Hours' text field.
- Click indent button on each "or course" listing.**: Points to the 'Indent' checkbox.

7. Click **OK** to save your table.

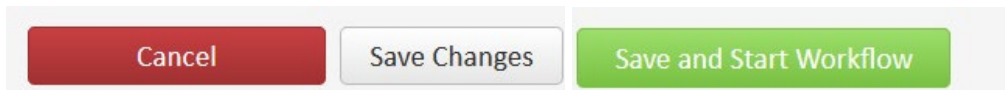


The screenshot shows a web form with a 'Quick Add' section containing a text input field, an 'Add Course' button, and an 'Add Comment Entry' button. To the right, there is a checkbox labeled 'Indent' and two buttons labeled 'Move Up' and 'Move Down'. At the bottom right of the form, there are two buttons: a green 'OK' button and a grey 'Cancel' button. A blue arrow points from the 'Quick Add' section towards the 'OK' button.

8. Scroll down to bottom of form and click **Save Changes**. This will save the changes and close the program editing box.
9. To continue editing, click the green **Edit Program** button from the Program Management Home page. Completing Steps 8 and 9 ensure that the table you built has been saved before you go on editing the next field.

Step 4: Submit to Workflow

When you are done entering changes to the table, scroll down to the bottom of the edit form and hit the **Save and Start Workflow** button. This will submit the button into the approval process and trigger the email for it to go to Faculty Counterparts for vote.



The screenshot shows three buttons arranged horizontally: a red 'Cancel' button, a grey 'Save Changes' button, and a green 'Save and Start Workflow' button.