HOW TO ADD OR EDIT FOOTNOTES IN CIM PROGRAMS

Step 1. Find the program record in CIM and select "Edit Program".

To do this, login to CIM Programs using your UofL Single Sign On credentials (uLink userID and password). Once you have logged in, select a word that you know is in the program title (for example, "biology") and search for that term using the asterisk (wildcard) on either side of the word (*biology*). This will bring up every program record with that word in the title, then select the specific program you would like to edit from the list below (in this example, Biology BS) and click on the green Edit Program button that will appear below the search box once the row is highlighted.

Step 2. Proceed through the form to begin filling out required fields on the form.

Proceed through the form and answer all required questions (noted with a red outline around the response field). It is especially important to select the appropriate proposed start term and effective catalog edition. In the description of and reason for change field, be sure to indicate that you are editing (or adding) footnotes, then explain in the field below what impact the changes described in the footnotes will have (if any) on faculty, student enrollment, and finances. These fields are important for workflow reviewers and program advisors to be able to see a quick at-a-glance summary of the changes. Sample answers are provided below.

Description of Change Requested

Updating footnotes under Culminating Undergraduate Requirements table to indicate additional courses that do not count toward electives in the major and to update maximum hours of undergraduate research counted toward degree.

Please upload any supporting documentation (e.g., curriculum committee approval motions, department memos, program sheets, etc.).

[Attach File]

Uploaded Files:

Files To Be Uploaded:

Provide a brief rationale for the change that addresses the impact on faculty, student enrollment, financial resources, and any other university programs or units.

Faculty have voted to allow an additional 3 hours of supervised undergraduate research to count toward the agree to better support experiential learning opportunities for motivated students. The addition of a newer introductory course within the BIOL prefix requires an update to the list of courses that don't count as electives.

Step 3. Indicate and make the proposed changes to the footnotes.

After answering other required fields on the form, proceed down to the "Are you" field that provides checkboxes to indicate the types of changes you are making to the program record. After checking the second box to indicate that you are making edits to an existing program, proceed to the fields on the form that show the existing footnotes you would like to edit or to the area within these catalog fields where you would like to add a new footnote.

Are you:

☐ Reviewing catalog content only for catalog editing cycle, making no changes to admission or curriculum?

☑ Editing an existing program, including changes to an existing minor, major, track, concentration, specialization and/or certificate?

☐ Proposing a new track, concentration, or specialization within the program?

☐ Suspending/closing an existing track, concentration, specialization, or accelerated or dual option?

☐ Proposing a new accelerated bachelor-master or 3+3 law option with another existing UofL program? (Please note that these proposals must be submitted by editing the undergraduate program record and you MUST attach documentation of approval from representatives of both degree programs in the agreement unless housed in the same academic unit and department.)

☐ Proposing a new dual degree option with another existing UofL degree or certificate program? (Please note that proposals for dual programs should be submitted on both program records and will NOT be approved until without documentation of approval within the workflow on both program records.)

If you would like to edit an existing footnote, first select the footnote content by double clicking anywhere within the footnote area's blue outlined border. This will bring up a new pop-up box labeled "Footnotes". Select the number of the existing footnote you would like to edit, then edit the text content within the Footnote Content box, then click the green OK button.
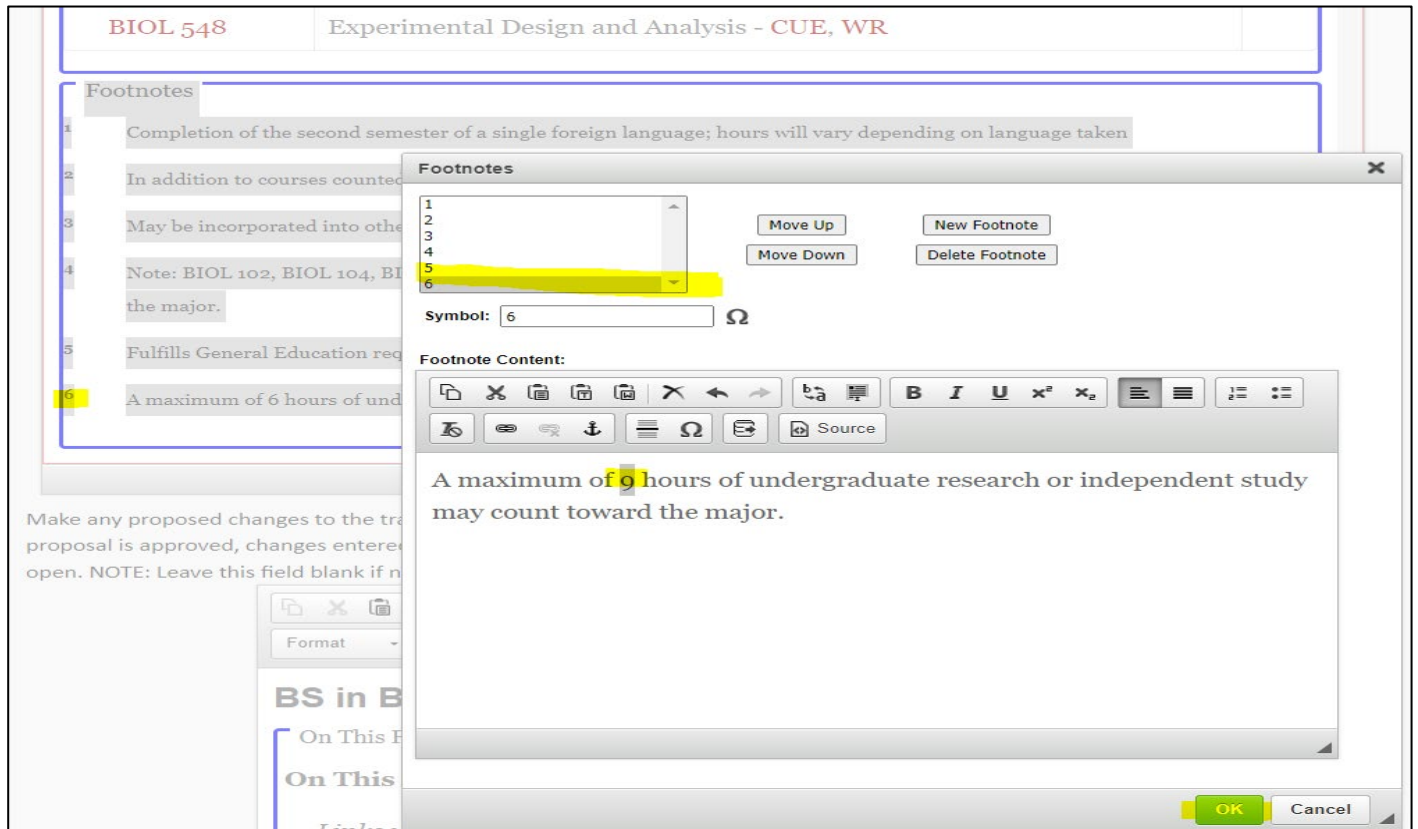
To appropriately link a new course code so that it is clickable within a footnote, add the course code (subject prefix and catalog number), then select the course code text that you just typed, then press the database field icon (book icon with an arrow pointing right; this icon is directly to the left of the Source button in the formatting tools header). Once you push the database field icon, your course code should have a blue box around it that indicates it is linked to the course entry in the catalog. After that is complete, press the green OK button to return to the footnotes and verify your changes.
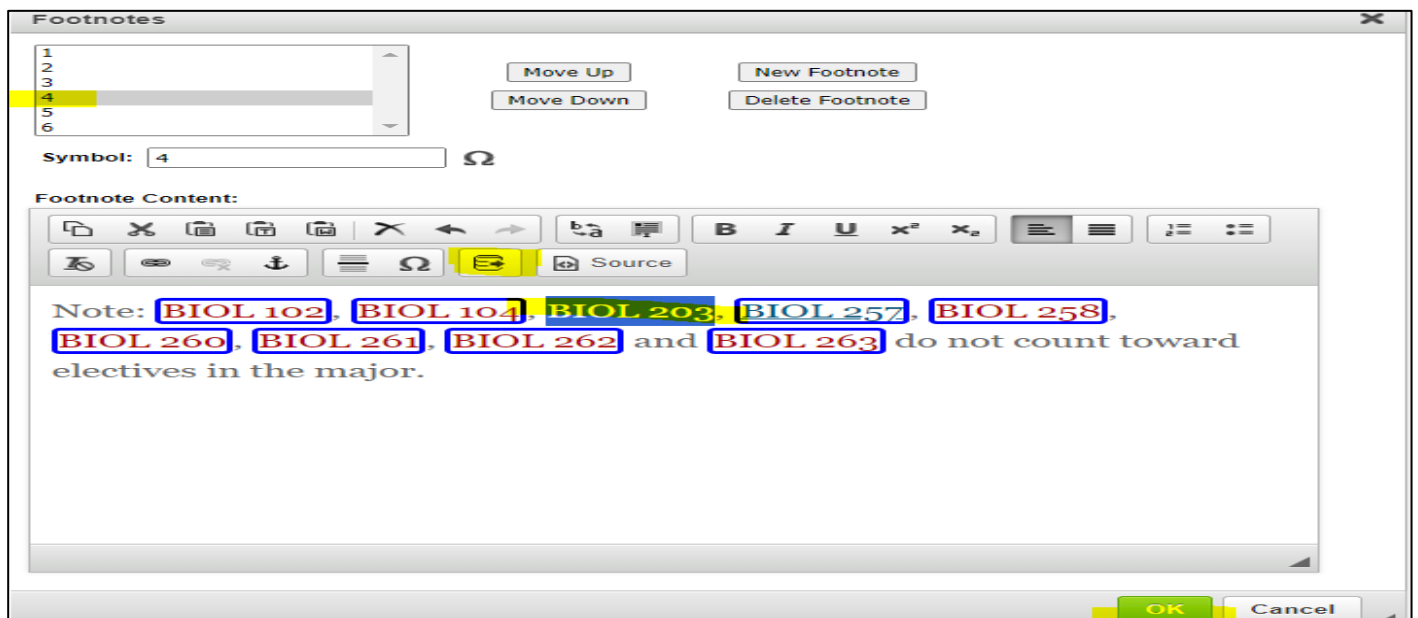
If you would like to add a footnote where none exists, first add the footnote number to the relevant text on the page by typing in the number, selecting the number, then clicking the superscript button in the formatting bar at the top of the form field. In the example below, the number 1 has been added as a footnote after each reference to a letter C grade.

If you need to add a footnote to a course or comment entry within an existing table, double click anywhere in the table, highlight the course or comment entry on the right side of the table editor, then enter the footnote number into the field labeled "Footnote" as pictured below (for PHEP 301). Click OK when you are finished.

Once the footnote has been added to the appropriate place in the text or to the appropriate course or comment entry in a table, proceed directly below the content to the place that makes the most sense for the explanatory footnote to be located. Click in that space to put your cursor where you would like to add the explanatory footnote content, then click on the icon that looks like a table in the formatting bar at the top of the form field and select "Footnotes" from the type drop down menu, then click OK.
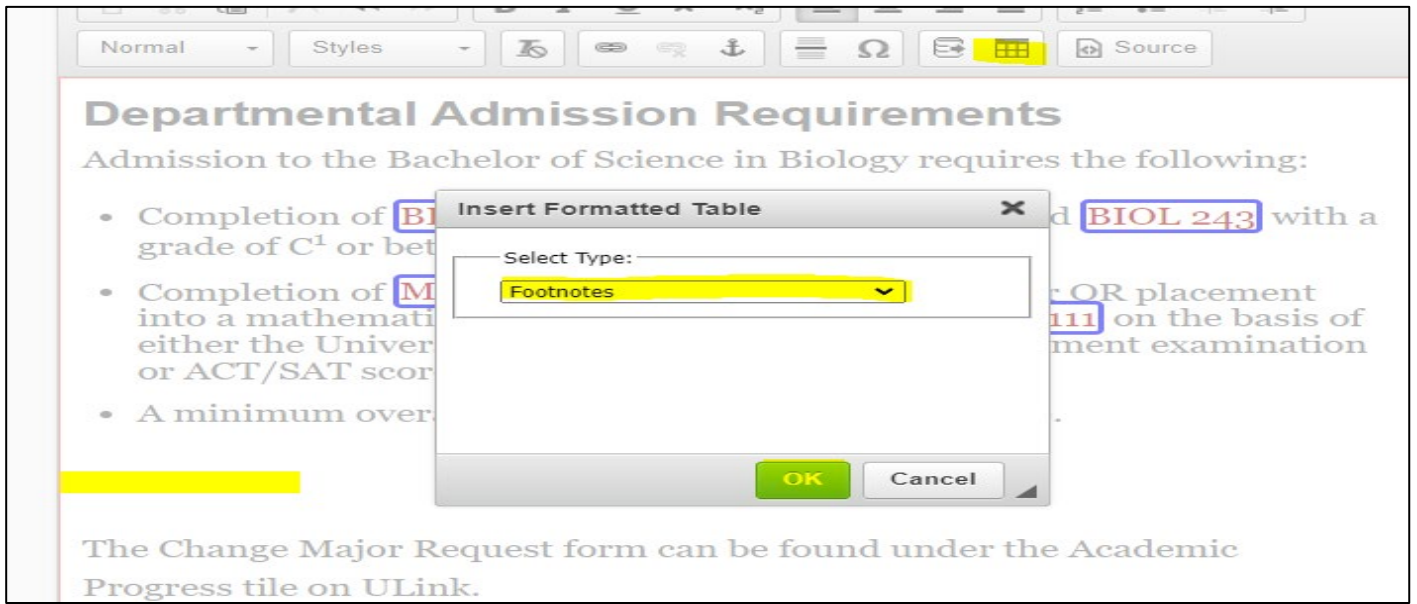
Once you are in the footnote editor, click on the New Footnote button, then add the number you would like to use to correspond to your footnote in the text or table in the Symbol field, then type your explanatory note in the Footnote Content text box.
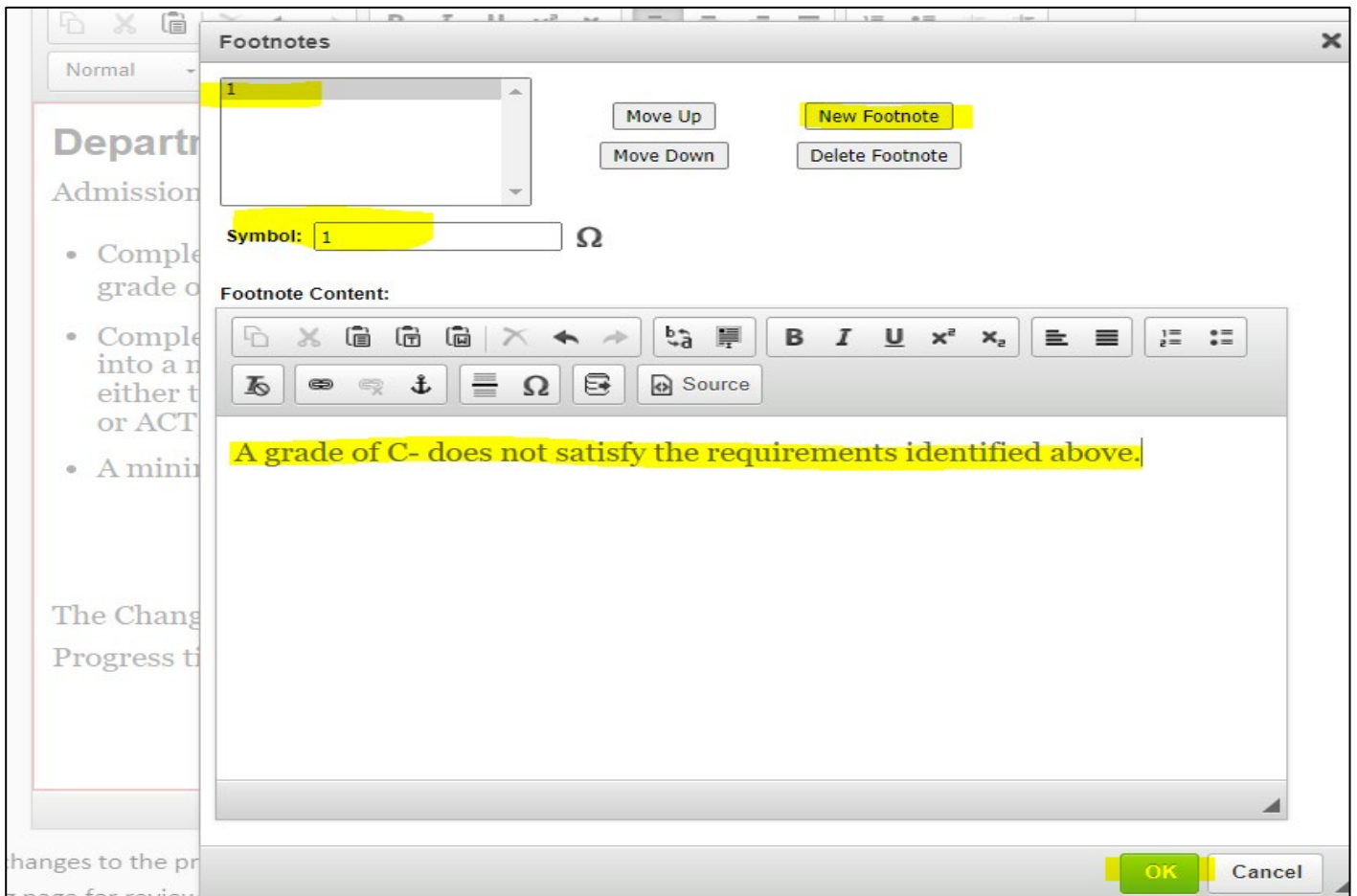
Click OK when you are done to review the footnote(s) you have added.

Departmental Admission Requirements

Admission to the Bachelor of Science in Biology requires the following:

- Completion of BIOL 240, BIOL 241, BIOL 242, and BIOL 243 with a grade of C[1] or better.
- Completion of MATH 111 with a grade of C[1] or better OR placement into a mathematics course above the level of MATH 111 on the basis of either the University of Louisville mathematics placement examination or ACT/SAT score.
- A minimum overall grade point average (GPA) of 2.0.

Footnotes

[1] A grade of C- does not satisfy the requirements identified above.

The Change Major Request form can be found under the Academic Progress tile on ULink.

Step 4. Finish your edits and start workflow.

When you are done editing or adding the footnote(s) and you have completed all other required fields, scroll to the very bottom of the form. If you need to come back later to finish working on these or other changes, click the grey Save Changes button. Otherwise, click on the green Start Workflow button to submit your proposed changes for review. Once you have started the workflow, you can return to the main CIM Programs site to search for the proposal's status by referring to the instructions in Step 1 of this guide. Once the proposal is in workflow, the workflow status will appear in the place of the green Edit Program button referenced in Step 1.

Cancel   Save Changes   Start Workflow