



HOW TO ADD OR EDIT A COURSE LIST OR PLAN OF STUDY TABLE 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.


Help 

Program Management


Search, edit, add, and inactivate 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.


Search
History
- OR -
Propose New Program

Quick Searches... 

Program Code	Program Name	College	Workflow	Status
10	Biology (BS)	College of Arts and Sciences		
102	Biology (Minor)	College of Arts and Sciences		
186	Anatomical Science and Neurobiology (PhD)	School of Medicine		
198	Biology (MS)	College of Arts and Sciences		
199	Biology (PhD)	College of Arts and Sciences		
283	Microbiology and Immunology (MS)	School of Medicine		

Inactivate

Export to PDF 

Export to Word 

Edit Program

[Preview Workflow](#)

Viewing: **10 : Biology (BS)**

Last approved: 05/13/24 12:33 pm

Last edit: 05/13/24 12:33 pm

History

1. Oct 5, 2022 by
clmig-jwillging

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) a table, then explain in the field below what impact the changes 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

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

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.

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

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 table you would like to edit or to the area within these catalog fields where you would like to add a new table.

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?

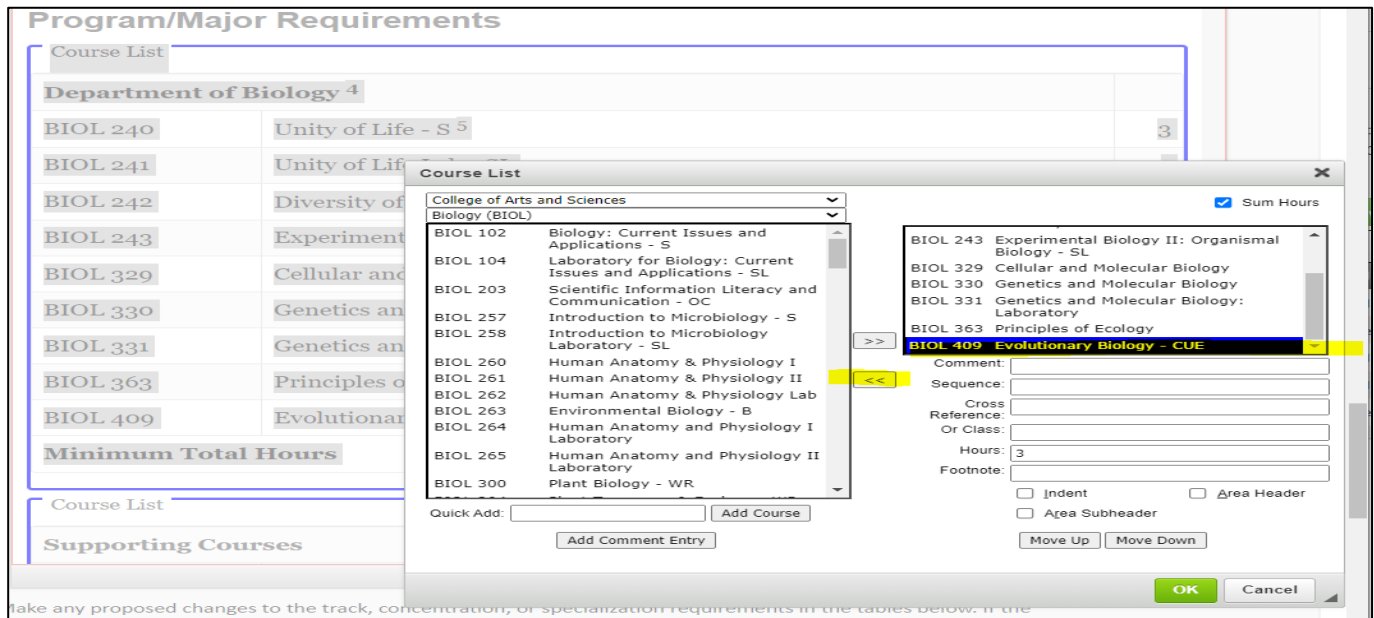
Suspending/closing an existing track, concentration, specialization, or accelerated or dual option?

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.)

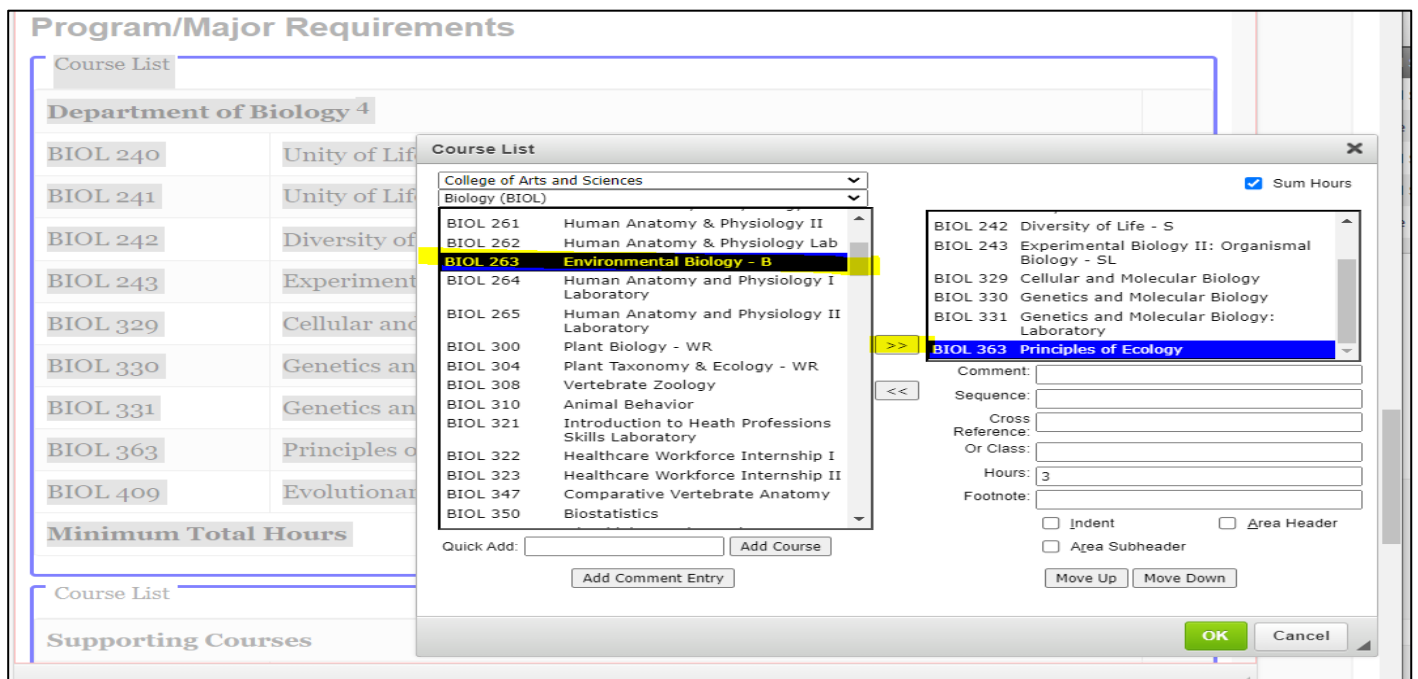
Proposing a new dual degree option with another existing UofL degree or certificate program? (Please note that proposals for dual programs should be submitted on both program records and will NOT be approved until without documentation of approval within the workflow on both program records.)

If you would like to edit an existing table, first select the table by double clicking anywhere within the table's blue outlined border. This will bring up a new pop-up box labeled "Course List" or "Plan of Study Grid," depending on the type of table used. A Course List is simply a table that lists different courses and can be configured to sum up the hours within the table. A Plan of Study Grid is similar, but allows you to break the table out by year and term so that you can show courses that are required in a proposed flight plan or for a cohort-based program.

Once you are in the table editor and ready to make changes, you can remove a course from the table. To do this, find and click to select the course on the right side of the pop-up, then click the arrow pointing back to the left side of the pop-up. In this editor, anything that appears on the right side of the editor will show up in the final table, and anything that appears on the left side of the editor will not. After you click the yellow highlighted arrow pointing to the left to remove a course you highlighted from the right, you will see that the course is removed from the list on the right. In the example below, BIOL 409 (Evolutionary Biology) is being removed from the Program Requirements Table.



To add a course to the published table, find and click to select the course on the left side of the pop-up, then click the arrow pointing to the right side of the pop-up. You will then see that the course is removed from the list on the left and added to the list on the right. In the example below, BIOL 263 (Environmental Biology) is being added to the Program Requirements Table.



Once you have made your changes in the table editor, click the green OK button. You will return to see the updates you have made. In the example below, you will see that BIOL 409 has been removed and replaced with BIOL 263.

Program/Major Requirements		
Course List		
Department of Biology ⁴		
BIOL 240	Unity of Life - S ⁵	3
BIOL 241	Unity of Life Lab - SL	1
BIOL 242	Diversity of Life - S ⁵	3
BIOL 243	Experimental Biology II: Organismal Biology - SL	1
BIOL 329	Cellular and Molecular Biology	3
BIOL 330	Genetics and Molecular Biology	3
BIOL 331	Genetics and Molecular Biology: Laboratory	2
BIOL 363	Principles of Ecology	3
BIOL 263	Environmental Biology - B	4
Minimum Total Hours		23

Within the table editor, you can also add an “or class” that will count for the same requirement as another class by entering the class code (e.g., BIOL 257). You can also indent a course so it does not count in the total summed hours (typically used for electives), move courses up or down to reorder the list, or add a footnote number to the course (footnote explanatory text is added via a separate process; detailed instructions for adding and editing footnotes are provided on a separate How-To Guide).

Course List
✕

College of Arts and Sciences

Biology (BIOL)

- BIOL 102 Biology: Current Issues and Applications - S
- BIOL 104 Laboratory for Biology: Current Issues and Applications - SL
- BIOL 203 Scientific Information Literacy and Communication - OC
- BIOL 257 Introduction to Microbiology - S
- BIOL 258 Introduction to Microbiology Laboratory - SL
- BIOL 260 Human Anatomy & Physiology I
- BIOL 261 Human Anatomy & Physiology II
- BIOL 262 Human Anatomy & Physiology Lab
- BIOL 264 Human Anatomy and Physiology I Laboratory
- BIOL 265 Human Anatomy and Physiology II Laboratory
- BIOL 300 Plant Biology - WR
- BIOL 304 Plant Taxonomy & Ecology - WR

Quick Add: Add Course

Add Comment Entry

Department of Biology

- BIOL 240 Unity of Life - S
- BIOL 241 Unity of Life Lab - SL
- BIOL 242 Diversity of Life - S
- BIOL 243 Experimental Biology II: Organismal Biology - SL
- BIOL 329 Cellular and Molecular Biology
- BIOL 330 Genetics and Molecular Biology

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

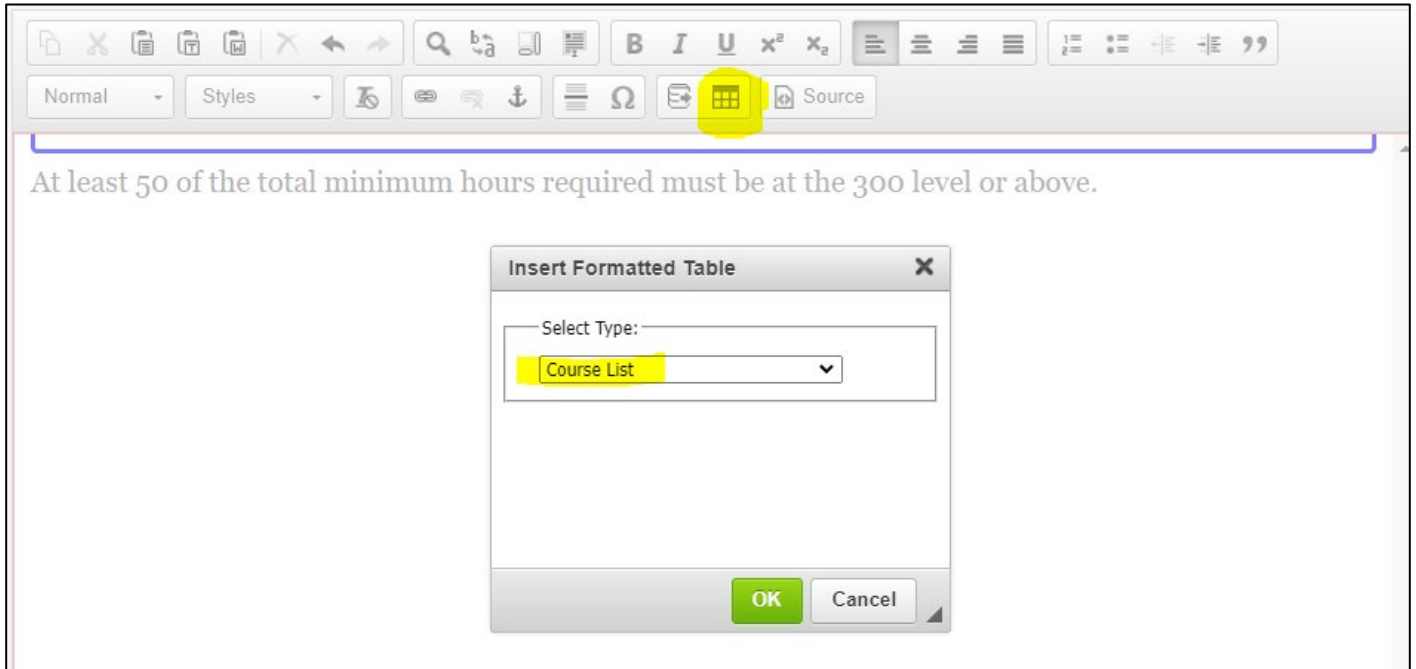
Indent Area Header

Area Subheader

Move Up Move Down

OK
Cancel

If you would like to add a new table, place your cursor in the location within the field where you would like to add the new table. Then click on the icon in the formatting bar that looks like a table and select the type of table you would like to add. The most commonly used tables are Course Lists (seen in the examples above) or Plans of Study (similar to course lists, but allow for sections within the table that are broken out by term and year). Plans of Study are most often used for undergraduate Flight Plans or for cohort-based programs with directed coursework established for all students within the cohort for each term and year.



Step 4. Finish your edits and start workflow.

When you are done editing or adding the table(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.

