

# Helpful Hints in CIM

## Accessing CIM:

Program of Study Proposals/Revisions: <https://nextcatalog.cpcc.edu/programadmin/>

Course Proposals/Revisions: <https://nextcatalog.cpcc.edu/courseadmin/>

## Searching for a Course or Program:

- CIM allows you to search by course, program code, or prefix/title
- When searching by course, you MUST use all caps and no dashes (i.e. ENG 111)

COURSE PROPOSAL/REVISION FORMS

You are logged in as BAE1139E Help

To add a NEW course, select propose new course box below, complete electronic form, and attach State Curriculum form.  
To REVISE an existing course, select the course in the search field below and complete electronic form.

ENG 111 Search - OR - Propose New Course Quick Searches...

Course Code	Title	Workflow	Status
ENG 111	Expository Writing		
ENG 111	Writing and Inquiry		

- When searching by program code, do not use dashes (i.e. D2550012 instead of D25500-12)

Program Management

You are logged in as BAE1139E Help

To add a NEW program, select propose new program box below, and complete electronic form.  
To REVISE an existing program, select the program in the search field below and complete electronic form.

D2550012 Search - OR - Propose New Program Quick Searches...

Program Code	Title	Workflow	Status
D2550012	Mobile Apps Development		Completed

**NOTE:** Some new programs added for the 2015-2016 academic year are not recognized by their program code. These programs will need to be accessed by scrolling through the list of available programs.

- You may also search by course prefix, course title, or program title. If you are not entering the exact title, enter the keyword surrounded by asterisk (i.e. \*Business\* for all entries including the word 'business').

COURSE PROPOSAL/REVISION FORMS

You are logged in as BAE1139E Help

To add a NEW course, select propose new course box below, complete electronic form, and attach State Curriculum form.  
To REVISE an existing course, select the course in the search field below and complete electronic form.

BUS Search - OR - Propose New Course Quick Searches...

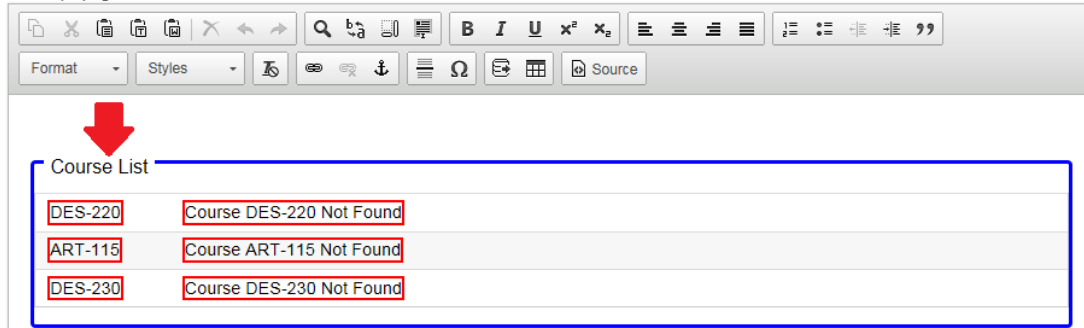
Course Code	Title	Workflow	Status
BUS 110	Introduction to Business		
BUS 112	SIFE Business Development		
BUS 115	Business Law I		
BUS 116	Business Law II		
BUS 121	Business Math		
BUS 125	Personal Finance		
BUS 135	Principles of Supervision		

**Revising a Course List (Program of Study Requirements):**

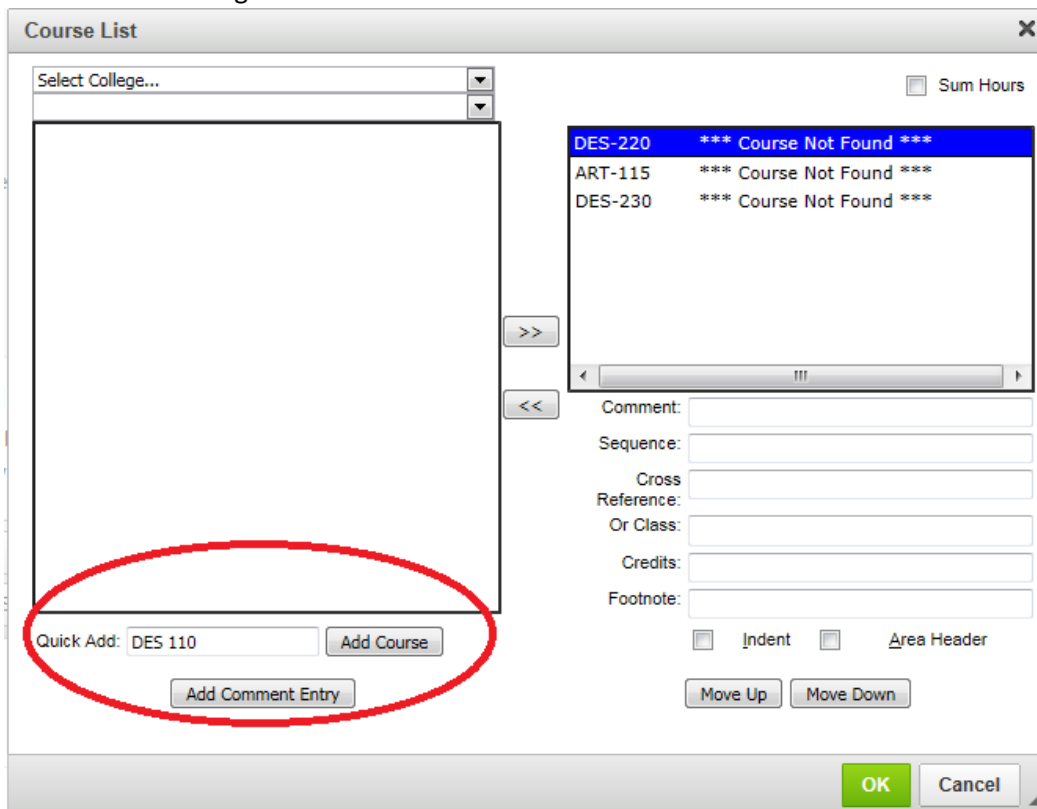
- Once you are in “edit” mode for the program, double-click on the words ‘Course List’ within the blue rectangle. This will open the Course List.

**Program Requirements and Description**

To add a course which does not currently exist in the Course List “picker,” add the course code to the “Quick Add” field, and click on the “Add Course” button. The course will appear with a red box outlining it, until it is approved in CIM Courses, when it will appear as expected with Course Code and Title displaying

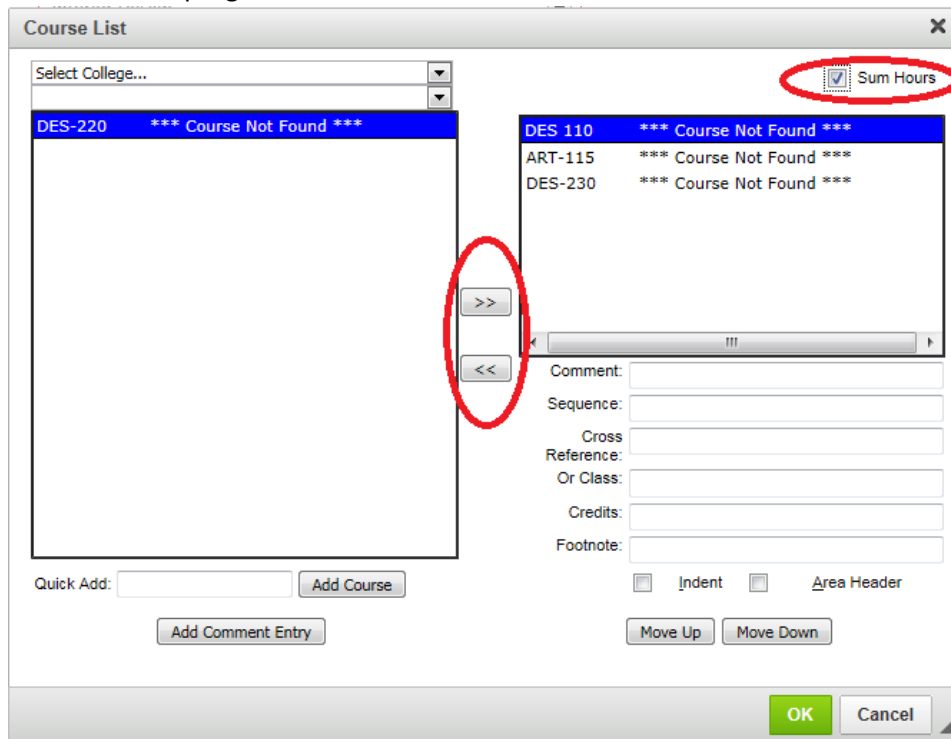


- The Course List contains two course boxes. The box on the right includes the course requirements for the program. Use the Quick Add field to add additional courses. Enter the course in the appropriate format (i.e. DES 110) and then select the Add Course button. The course will be added to the box on the right.



**NOTE:** If CPCC is not yet approved to offer the course, it will appear as follows: \*\*\*Course Not Found\*\*\*. This will be resolved once the program is fully approved.

- To remove requirements from the program, use the center arrows to move courses from the Course List box on the right (which are the required courses) to the box on the left. If you remove a course in error, the center arrows can be used to return the course to the box on the right.
- Ensure that the Sum Hours box in the upper right-hand corner is checked so that the required credits for the program will be totaled.

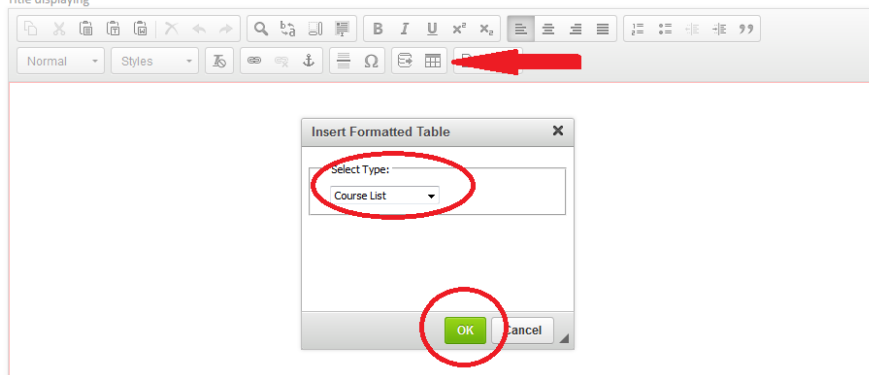


- Once you have finished, select OK to return to the main program page and submit your revisions.

### **Building a New Course List (Program of Study Requirements):**

- Select the Insert/Edit Formatted Table button from the Program Requirements and Description menu. Select Course List from the drop-down list and click OK.

To add a course which does not currently exist in the Course List "picker," add the course code to the "Quick Add" field, and click on the "Add Course" button. The course will appear with a red box outlining it, until it is approved in CIM Courses, when it will appear as expected with Course Code and Title displaying



- Requirements should be added in the following order:
  - General Education Requirements
  - Major Requirements
- Add a Header before each section. Select the Add Comment Entry button and type the Header name. Click OK. This will add the comment to the Course List box on the right.

- Click the Header box in the bottom right hand corner to designate it as a header.

- Select the Sum Hours box to ensure that the required credits for the program are totaled.
- To add course requirements, simply type them in the Quick Add field using the appropriate format (i.e. ENG 111) and select the Add Course button. If you have a “Course A” OR “Course B” requirement, enter the first course in the Quick Add field and then add the “or” course to the Or Class field on the right side.

- Creating a pick list of course options requires adding a comment entry and course requirements. First, select Add Comment Entry and then enter the appropriate text (i.e. "Select 3.0 credits from the following courses:"). In the Credits field enter the minimum number of credits that the student must complete.

Course List

Select College...

Sum Hours

**General Education Requirements**

ENG 111 Writing and Inquiry  
 ENG 114 Professional Research & Reporting  
 COM 231 Public Speaking  
 ART 111 Art Appreciation

>> **Select 3.0 credits from the following courses:**

<< Comment: Select 3.0 credits from the following courses:

Sequence:

Cross Reference:

Or Class:

Credits: 3.0

Footnote:

Indent  Area Header

Move Up Move Down

Quick Add:  Add Course

Add Comment Entry

OK Cancel

Once the comment has been added, enter the course options using the Quick Add field. For each course on the pick list, the Indent box on the right side must be checked. This signals CIM that the courses are part of a pick list.

Course List

Select College...

Sum Hours

COM 231 Public Speaking  
 ART 111 Art Appreciation  
 Select 3.0 credits from the following courses:  
 MAT 110 Mathematical Measurement and Literacy  
 MAT 143 Quantitative Literacy  
 MAT 152 Statistical Methods I

>>

<< Comment:

Sequence:

Cross Reference:

Or Class:

Credits: 4.00

Footnote:

Indent  Area Header

Move Up Move Down

Quick Add:  Add Course

Add Comment Entry

OK Cancel

- If you need to change the order of courses in the Course List, use the Move Up and Move Down buttons to reposition individual courses.

The screenshot shows a 'Course List' dialog box. On the left is a large empty box for the course list. To its right are navigation buttons '>>' and '<<'. Below these are 'Quick Add:' and 'Add Course' buttons, and an 'Add Comment Entry' button. On the right side, there's a 'Sum Hours' checkbox (checked). Below that is a list of 'General Education Requirements' with 'COM 231 Public Speaking' highlighted. Below the list are fields for 'Comment:', 'Sequence:', 'Cross Reference:', 'Or Class:', 'Credits: 3.00', and 'Footnote:'. There are also checkboxes for 'Indent' and 'Area Header'. At the bottom, 'Move Up' and 'Move Down' buttons are circled in red. The 'OK' button is green, and the 'Cancel' button is grey.

- Once all requirements have been entered, click OK to be returned to the primary Program Proposal/Revision Form. Review that the program is correct and select Save and Submit. If additional corrections are needed, double-click on the words "Course List" to make the necessary changes.