

# CIM User Guide: Entering Program Course Requirements



# Module Contents

Topic	Slide Number(s)
Why This is Important	3
Program Course Requirements	4-5
Adding Comments	6
Entering Heading Comments	7
Entering Comments within the Course List	8
Entering a Course List	9
Adding Courses Step-by-Step	10-14
Adding a Cross-Referenced Course	15-16
Adding a Co-Requisite/Sequence Course	17-18
Adding an OR Course	19-20
Adding “Choose From” Courses	21-24
Adding Footnotes	25-32
For More Information	33

# Why This is Important

The **Program Course Requirements** section gets copied directly into the catalog, so it's important that these fields match formatting and structure guidelines

## What it looks like in CIM

Program Course Requirements

### Requirements for a Minor in Archaeology

Nineteen semester hours including the following:

Required Courses		
<a href="#">ANT 1407</a>	Introduction to Archaeology	4
<a href="#">ANT 3308</a>	Methods of Archaeology	3

**Electives**

Twelve additional semester hours from the following list, nine of which must be at the 3000-4000 level: 12

**Anthropology**

<a href="#">ANT 2302</a>	The Emergence of World Civilizations	
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## What it looks like in the Catalog

### Archaeology Minor

#### Requirements for a Minor in Archaeology

Nineteen semester hours including the following:

##### Required Courses

<a href="#">ANT 1407</a>	Introduction to Archaeology	4
<a href="#">ANT 3308</a>	Methods of Archaeology	3

##### Electives

Twelve additional semester hours from the following list, nine of which must be at the 3000-4000 level: 12

##### Anthropology

<a href="#">ANT 2302</a>	The Emergence of World Civilizations	
--------------------------	--------------------------------------	--

# Program Course Requirements Fields

The screenshot displays a web-based form titled "Program Course Requirements". It features three distinct input areas, each with a red border and a corresponding red arrow pointing to a descriptive list item on the right. The top field is a large, empty text area with a rich text editor toolbar above it. The middle field is a smaller, empty text area with a label "Additional Notes for Degree Audit Encoding (will not print in the catalog)" above it. The bottom field is another large, empty text area with a rich text editor toolbar above it, labeled "Program Plan of Study Grid".

There are 3 form fields that communicate the course requirements for a program:

- Program Course Requirements- The required listing of courses that will be published in the catalog.
- Degree Audit Encoding Notes- for registrar; not printed in catalog.
- Plan of Study Grid- An optional term-by-term listing of courses for publication in the catalog.





# Program Course Requirements

- This box is used to list:
  - Required courses in the program using the course picker tool
  - Restricted elective courses- Those with an “or” option or “pick X courses/credit hours from a group”
  - General elective courses
  - Semester credit hours
  - Links to other program components such as the general education core or concentrations that are listed as separate programs and appear on different catalog pages
  - Other comments or text used to organize groups of courses

# Adding Comments

One of the first things you will do when entering a program's requirements is to add a comment.

## ***What are comments?***

A comment is a way to add text to a field that otherwise relies on a database for information. Examples of comments include:

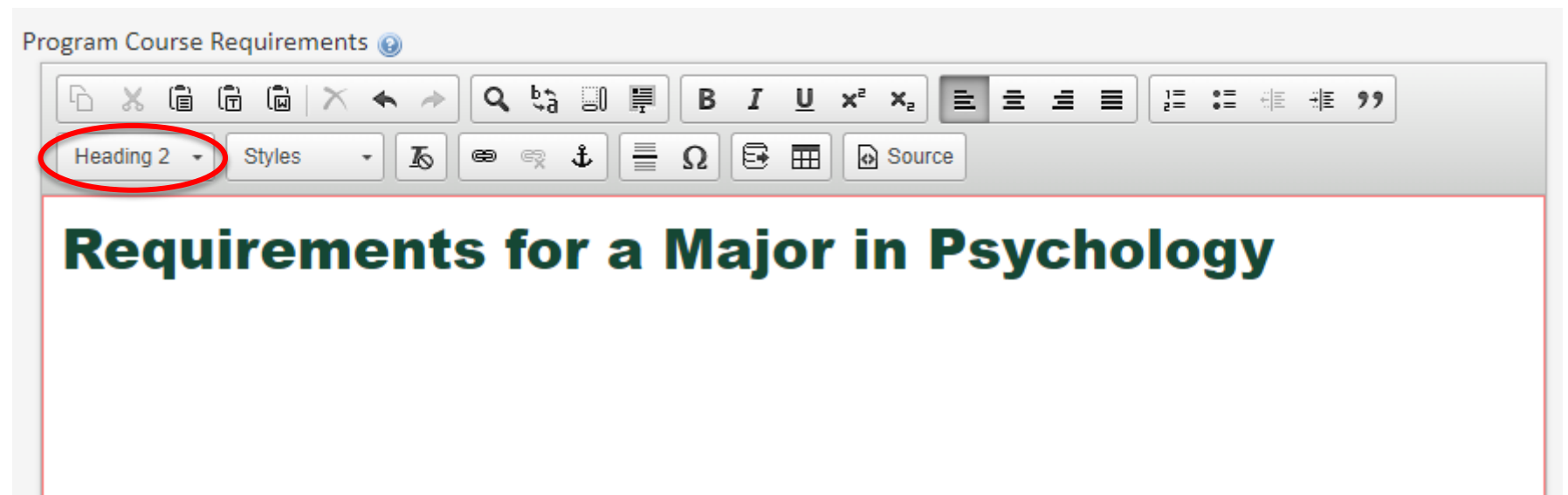
- **Requirements for a Major in Religion**
- **Thirty-five semester hours including:**
- **Select three semester hours from the following:**
- **Twenty-seven semester hours of GRK, fifteen of which must be at the 3000-4000 level.**
- **Twelve semester hours from the following workshop courses:**
- **A grade of "C" or better in courses used for the minor.**

## ***When would I use a comment?***

You should use a comment when you need to add text outside of the course database.

# Entering Heading Comments

To enter heading text, type into the text box. Be sure to choose Heading 2 in the paragraph format dropdown.



The screenshot shows a rich text editor interface titled "Program Course Requirements". The toolbar includes various icons for editing, such as undo, redo, search, and text formatting. A dropdown menu for paragraph styles is open, with "Heading 2" selected and circled in red. Below the toolbar, the text "Requirements for a Major in Psychology" is displayed in a large, bold, dark green font, demonstrating the result of applying the selected heading style.

# Entering a Course List

1. Click on the **Insert/Edit Formatted Table** icon
2. In the pop-up window under **Select Type:** choose **Course List**
3. Click **OK**

Program Course Requirements

1

2

3


OK Cancel

Note: This will bring up the Course List building screen. There are two types of entries that can be added: **Courses** and **Comments**



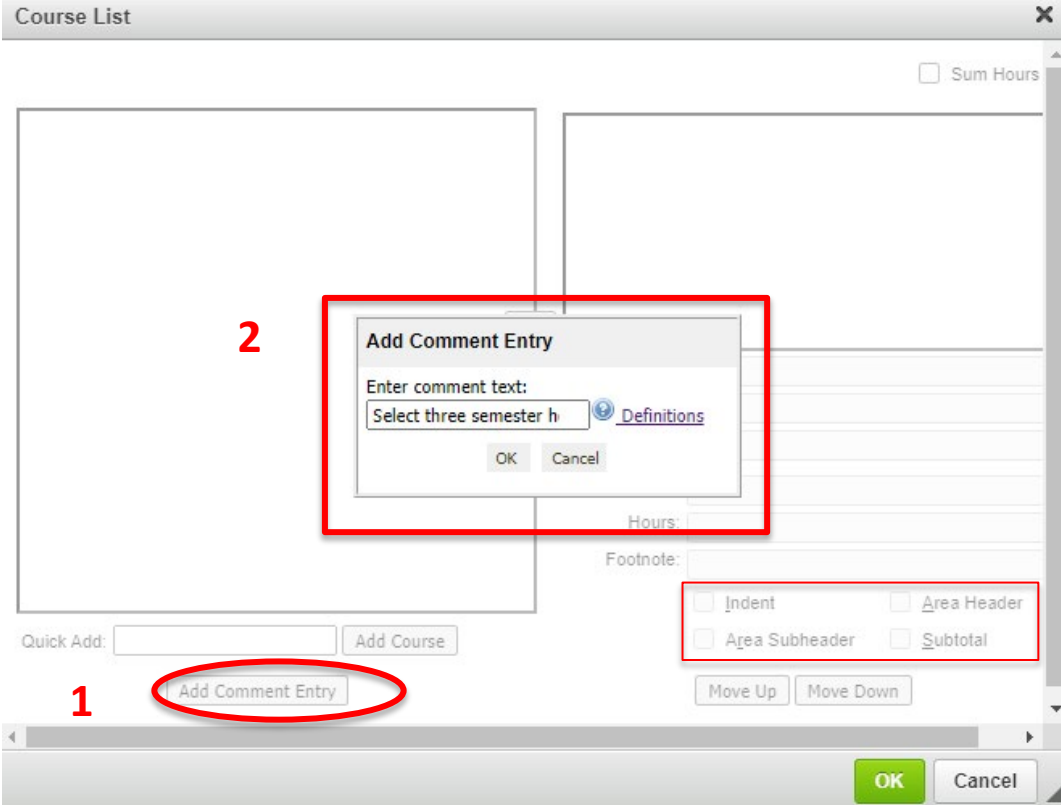
# Entering Comments within the Course List

For comments such as *"Select three semester hours from the following:"*, you will add a comment within the Course List.

Click on the  to access the Insert/Edit Formatted Table. Choose *Course List*.

1. Click Add Comment Entry
2. Enter your text
3. Click OK

*If your comment will be used as a header, click the Area Header or Area Subheader Box to the right*



The screenshot shows the 'Course List' dialog box. At the bottom left, the 'Add Comment Entry' button is circled in red and labeled with a red '1'. In the center, a smaller 'Add Comment Entry' dialog box is open, containing a text input field with the text 'Select three semester h' and a 'Definitions' link. This dialog is also circled in red and labeled with a red '2'. At the bottom right, a group of checkboxes for 'Indent', 'Area Header', 'Area Subheader', and 'Subtotal' is circled in red. The main dialog box also features a 'Quick Add' field, an 'Add Course' button, 'Move Up' and 'Move Down' buttons, and 'OK' and 'Cancel' buttons at the bottom right.

# Adding Courses Step-By-Step 1/5

1

2

3

1. Select “Insert/Edit Formatted Table”
2. Select “Course List”
3. Select OK

# Adding Courses Step-By-Step 2/5

1. Select Subject from the dropdown menu

The screenshot shows a 'Course List' dialog box with a red box highlighting the 'Select Subject...' dropdown menu. The dialog includes a 'Sum Hours' checkbox, a large empty text area, and several input fields: Comment, Sequence, Cross Reference, Or Class, Hours, and Footnote. There are also checkboxes for Indent, Area Header, Area Subheader, and Subtotal, and buttons for Move Up, Move Down, Add Course, Add Comment Entry, OK, and Cancel.

# Adding Courses Step-By-Step 3/5

- View courses from the selected subject code

Course List

Sum Hours

Art (ART)

- ART 1310 Drawing I
- ART 1311 Drawing II
- ART 1314 2D Design
- ART 1316 3D Design
- ART 2310 Figure Drawing I
- ART 2311 Figure Drawing II
- ART 2320 Introduction to Oil Painting (for non-art majors only)
- ART 2321 Introduction to Acrylic Painting (for non-art majors only)
- ART 2324 Introduction to Intaglio (for non-art majors only)
- ART 2325 Introduction to Lithography (for non-art majors only)
- ART 2330 Introduction to Graphic Design (for non-art majors only)
- ART 2332 Introduction to Digital Imaging for Graphic Design (for non-art majors)
- ART 2333 Introduction to Brochure Design (for non-art majors only)

Quick Add:  Add Course

Add Comment Entry

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent  Area Header

Area Subheader  Subtotal

Move Up Move Down

OK Cancel



# Adding Courses Step-By-Step 4/5

- Use the >> to move a course over
- Use the << to move a course back to the full list
- You can also use the “Quick Add” button and enter a course code (e.g.- ART 1311) and click on “Add Course”
- Click the box next to Sum Hours to have CIM calculate the hours automatically

The screenshot displays a software interface titled "Course List". On the left, a list of courses is shown under the heading "Art (ART)". The selected course is "ART 1311 Drawing II". Below this list is a "Quick Add:" field and an "Add Course" button. In the center, there are two buttons: ">>" and "<<". On the right, a detailed view of the selected course "ART 1310 Drawing I" is shown. This view includes a "Sum Hours" checkbox which is checked, a "Comment:" field, "Sequence:" and "Cross Reference:" fields, an "Or Class:" field, and an "Hours:" field containing the value "3". There are also checkboxes for "Indent", "Area Header", "Area Subheader", and "Subtotal", along with "Move Up" and "Move Down" buttons. At the bottom right, there are "OK" and "Cancel" buttons.

# Adding Courses Step-By-Step 5/5

- After you select “OK” on the Course Picker screen, added courses will appear in a Course List table under the Program Course Requirements section of the form.

Program Course Requirements

Format Styles

## Requirements for a Major in Studio Art

Course List

Forty-two semester hours including the following:

Required Courses		
<a href="#">ART 1310</a>	Drawing I	3
<a href="#">ART 1314</a>	2D Design	3
<a href="#">ART 1316</a>	3D Design	3
<a href="#">ART 2310</a>	Figure Drawing I	3
<a href="#">ARTH 2302</a>	Survey of Western Art I	3
<a href="#">ARTH 2303</a>	Survey of Western Art II	3

# Adding a Cross-Referenced Course 1/2

## *How do I add a cross-referenced course?*

A cross-referenced course is one course that is referenced within two different departments. An example of a cross-referenced course is CLA 3301/HIS 3324 Roman History and Civilization. It looks like this in the Catalog:

CLA Roman History and Civilization  
3301/HIS 3324

CLA Greek History and Civilization  
3302/HIS 3322

# Adding a Cross-Referenced Course 2/2

To add a cross-referenced course in CIM, within the course list picker, add the course into the Cross Reference text box and click OK.

The screenshot shows the 'Course List' dialog box. On the left is a 'Select Subject...' dropdown menu. On the right is a list of courses with 'CLA 3301 Roman History and Civilization' selected. Below the list are fields for 'Comment:', 'Sequence:', 'Cross Reference:' (circled in red with the text 'his 3324'), 'Or Class:', 'Hours:', and 'Footnote:'. At the bottom right, there are checkboxes for 'Indent' (checked), 'Area Header', 'Area Subheader', and 'Subtotal', along with 'Move Up' and 'Move Down' buttons. At the bottom left, there is a 'Quick Add:' field, an 'Add Course' button, and an 'Add Comment Entry' button. At the bottom right, there are 'OK' and 'Cancel' buttons.



# Adding a Co-Requisite/Sequence Course 1/2

## *How do I add a co-requisite or sequence course?*

These are courses students must take in the same semester. For example, students must take

*BIO 1306 Modern Concepts of Bioscience **and***

*BIO 1106 Modern Concepts of Bioscience Laboratory*

in the same semester.

In the Catalog, this looks like this:

BIO 1306

Modern Concepts of Bioscience, continued

4

& BIO 1106

and Modern Concepts of Bioscience Laboratory

# Adding a Co-Requisite/Sequence Course 2/2

In CIM, add the course into the course picker and add the sequenced course in the Sequence text box.

Click OK.

Course List

Sum Hours

Select Subject...

Thirty-one semester hours including the following:

**#REQCOURSES**

BIO 1305	Modern Concepts of Bioscience
<b>BIO 1306</b>	<b>Modern Concepts of Bioscience, continued</b>
BIO 2306	Genetics
BIO 3366	Foundations of Evolutionary Biology

>>

<<

Comment:

Sequence: **BIO 1106**

Reference:

Or Class:

Hours: 4

Footnote:

Indent       Area Header

Area Subheader       Subtotal

Move Up    Move Down

Quick Add:  Add Course

Add Comment Entry

OK Cancel

# Adding an OR Course 1/2

## *How do I add an OR course?*

With OR courses, students can choose between two or more courses to satisfy a requirement. For example, in the Psychology (BA) degree, students can choose between PSY 3308, PSY 3309, or PSY 3330 to satisfy their 3 credit Mental Health requirement. This looks like this in the Catalog:

## Psychology, B.A.

### Requirements for a Major in Psychology

Thirty-four semester hours including the following:

#### Required Courses

<a href="#">PSY 1305</a>	Psychological Science: Understanding Human Behavior	3
<a href="#">NSC 1306</a> & <a href="#">NSC 1106</a>	Introduction to Neuroscience and Introduction to Neuroscience Laboratory	4
<a href="#">PSY 2402</a>	Statistics	4
<a href="#">PSY 2405</a>	Research Methods in Psychology	4

#### Mental Health

<a href="#">PSY 3308</a>	Theories of Psychotherapy and Counseling	3
or <a href="#">PSY 3309</a>	Introduction to Clinical Psychology	
or <a href="#">PSY 3330</a>	Psychopathology	

# Adding an OR Course 2/2

To do this in CIM, within the course picker, note the courses students can choose in the OR CLASS text box.

Click OK.

Course List

Sum Hours

Select Subject...

PSY 2402 Statistics  
PSY 2405 Research Methods in Psychology  
Mental Health  
**PSY 3308 Theories of Psychotherapy and Counseling**  
Experimental Psychology with Laboratory  
Select one of the following pairs:  
PSY 3311 Cognition

>>  
<<

Comment:

Sequence:

Cross Reference:

**Or Class: psy 3309, psy 3330**

Hours: 3

Footnote:

Indent  Area Header  
 Area Subheader  Subtotal

Move Up Move Down

Quick Add:  Add Course

Add Comment Entry

OK Cancel



# Adding “Choose From” Courses 1/4

## *What do I do if I want to add courses to a “choose from” list?*

There are many instances of a program offering students a choice between different courses. For example, in the Chemistry BA degree, students can choose one lab for 2 credit hours. This looks like this in the Catalog:

Select two semester hours from the following:

2

**CHE 4228** Physical Chemistry Laboratory II

**CHE 4207** Preparative Inorganic Chemistry

**CHE 4217** Instrumental Analysis Laboratory

**CHE 4237** Advanced Organic Laboratory

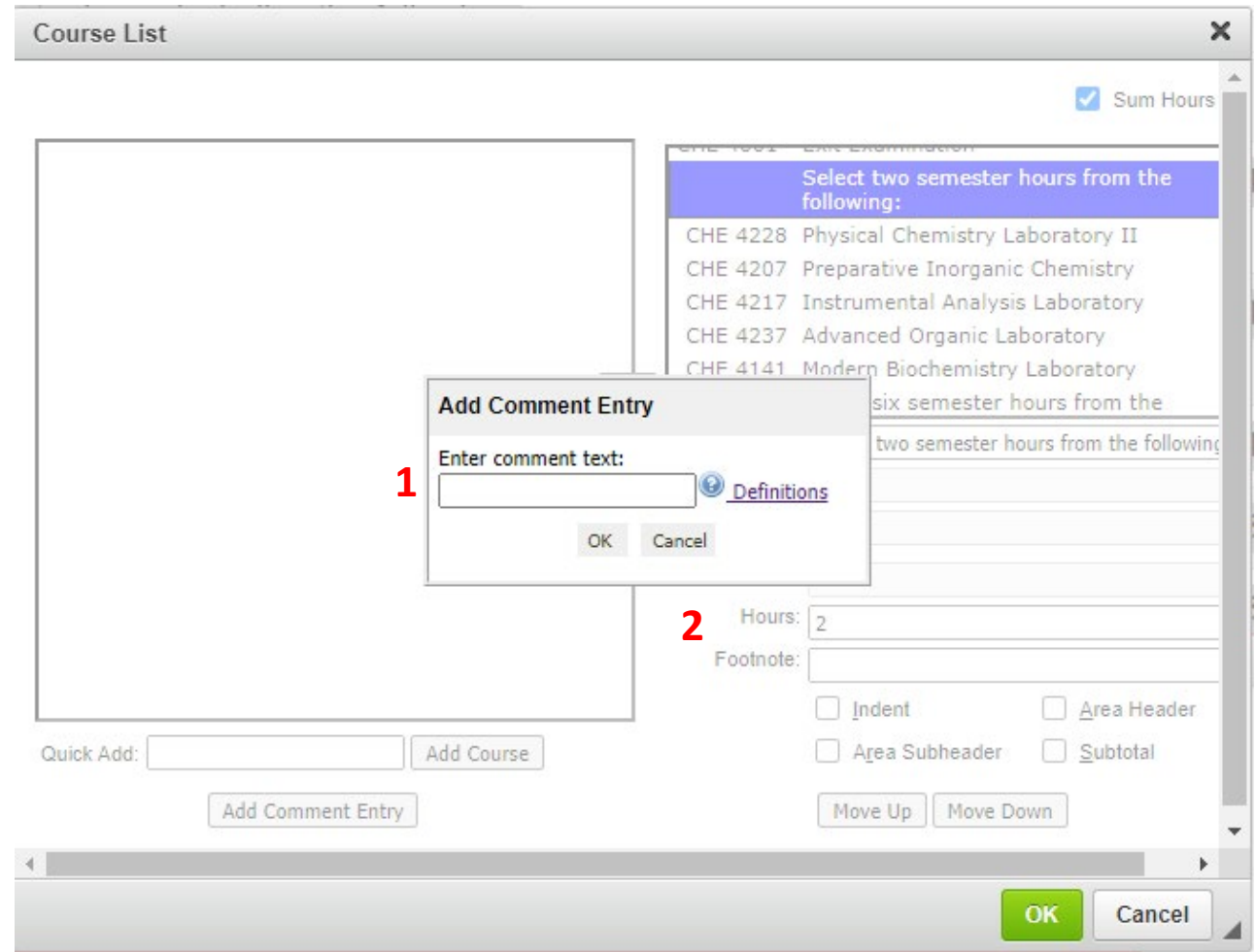
**CHE 4141** Modern Biochemistry Laboratory

# Adding “Choose From” Courses 2/4

In CIM, you’ll use the *indent* feature to signify a “choose from” list. The *indent* feature allows users to add all courses that could fulfill a requirement, without adding to the total credit hours.

1. Add a comment  
(in this example, the comment is “Select two semester hours from the following:”)

2. Assign the number of hours students must take from this group (in this example, the number of hours is 2)



# Adding “Choose From” Courses 3/4

Next, you'll click the box besides *indent*  
This will tell the software not to include each course in the hours count and will just include the 2 hours from the comment.

Then click ok.

CHE 4151 Undergraduate Seminar I  
CHE 4001 Exit Examination  
Select two semester hours from the following:  
**CHE 4228 Physical Chemistry Laboratory II**  
CHE 4207 Preparative Inorganic Chemistry  
CHE 4217 Instrumental Analysis Laboratory  
CHE 4237 Advanced Organic Laboratory  
CHE 4141 Modern Biochemistry Laboratory

Comment:   
Sequence:   
Cross Reference:   
Or Class:   
Hours:   
Footnote:

Indent  Area Header  
 Area Subheader  Subtotal

Move Up Move Down

OK Cancel

# Adding “Choose From” Courses 4/4

The result is a “choose from” list that lists several courses without each of those courses being counted in the hours required.

Select two semester hours from the following:

2

**CHE 4228** Physical Chemistry Laboratory II

**CHE 4207** Preparative Inorganic Chemistry

**CHE 4217** Instrumental Analysis Laboratory

**CHE 4237** Advanced Organic Laboratory

**CHE 4141** Modern Biochemistry Laboratory



# Adding Footnotes 1/7

## *How do I add footnotes?*

Footnotes give extra context or direction to students as they plan their courses within a program. For example, in the Art History BA, students can choose 12 semester hours of 3000-4000 level ARTH courses. However, the department encourages students planning to pursue graduate studies to take ARTH 4399: Senior Thesis in Art History. This is how it looks in the Catalog:

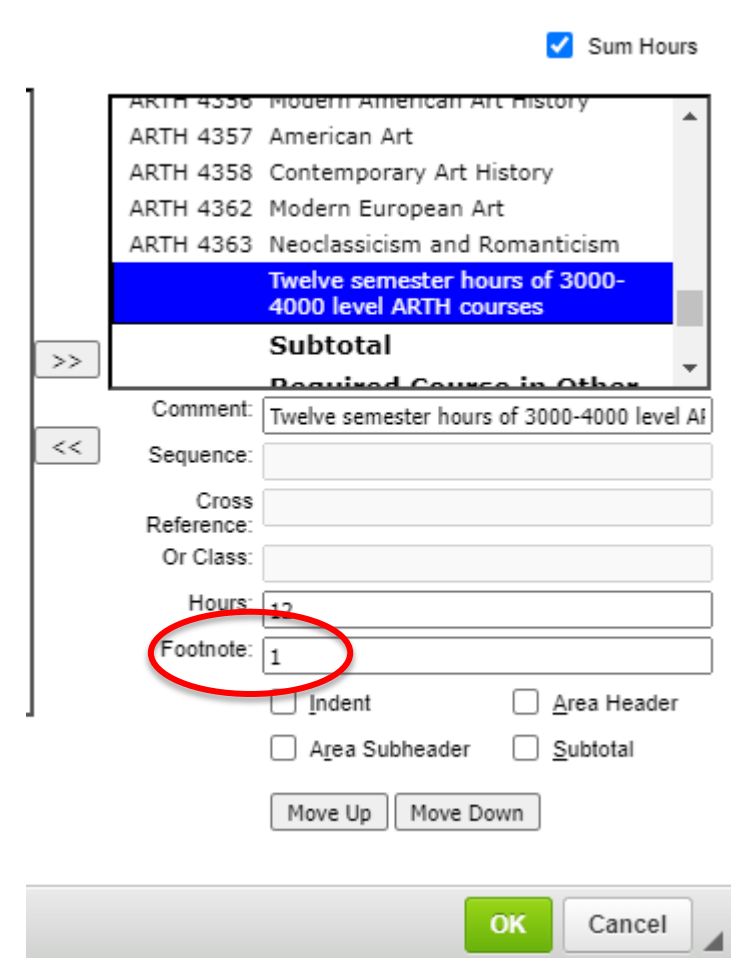
Twelve semester hours of 3000-4000 level ARTH courses <sup>1</sup>	12
<b>Subtotal</b>	<b>36</b>
<b>Required Course in Other Fields</b>	
<u>ANT 1305</u> Introduction to Anthropology	3
<b>Recommended Course in Other Fields</b>	
<u>PHI 3322/ARTH 3390</u> Philosophy and the Arts	
<b>Total Hours</b>	<b>39</b>

<sup>1</sup> ARTH 4399 Senior Thesis in Art History is recommended for those planning to pursue graduate studies.

# Adding Footnotes 2/7

In CIM, you'll type the comment in the comment field and then add a 1 under the Footnote space.

Click OK.



Sum Hours

ARTH 4356 Modern American Art History  
ARTH 4357 American Art  
ARTH 4358 Contemporary Art History  
ARTH 4362 Modern European Art  
ARTH 4363 Neoclassicism and Romanticism  
**Twelve semester hours of 3000-4000 level ARTH courses**  
**Subtotal**  
**Required Course in Other**

>>  
<<

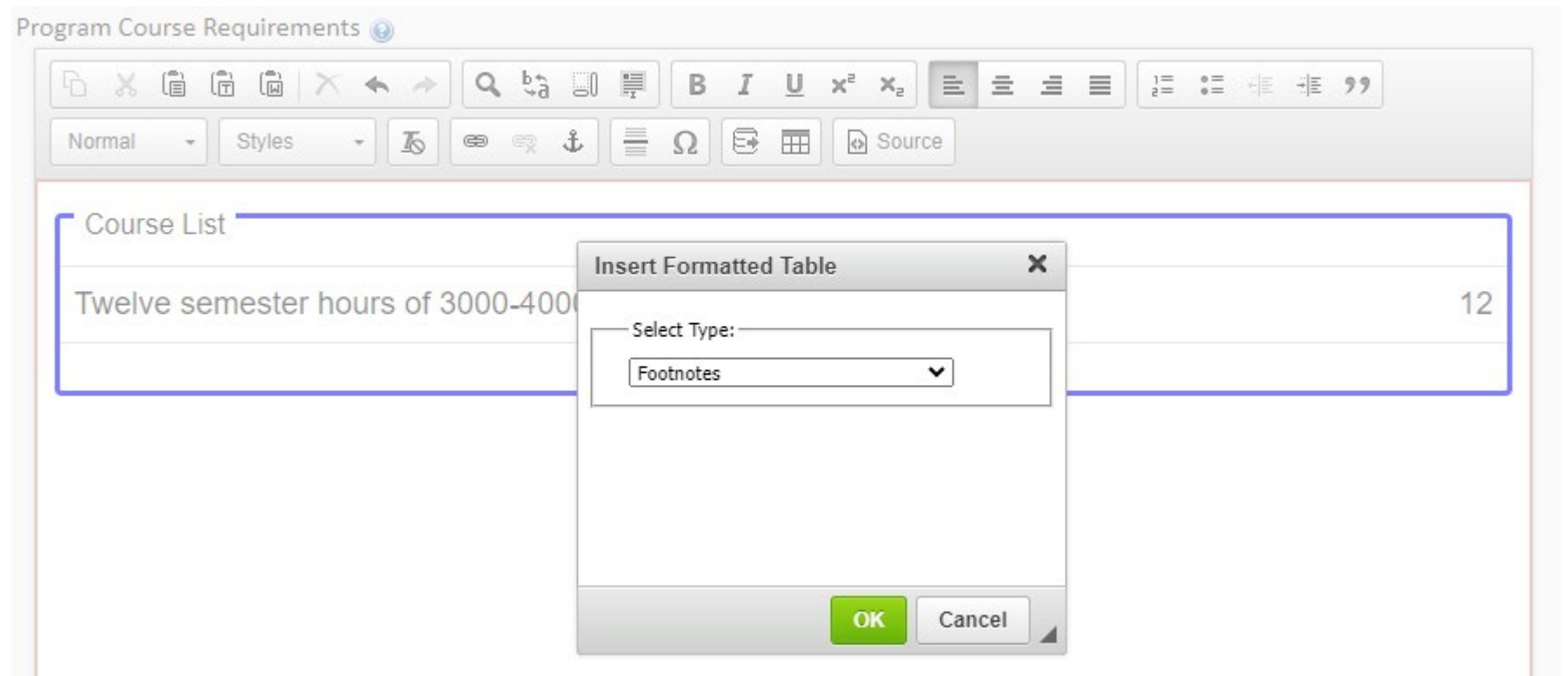
Comment: Twelve semester hours of 3000-4000 level Ai  
Sequence:   
Cross Reference:   
Or Class:   
Hours: 12  
**Footnote: 1**  
 Indent  Area Header  
 Area Subheader  Subtotal  
Move Up Move Down

OK Cancel

# Adding Footnotes 3/7

Click on the Insert/Edit Formatted Table icon and scroll down to select Footnotes.

Click OK.



Program Course Requirements

Course List

Twelve semester hours of 3000-4000	12
------------------------------------	----

Insert Formatted Table

Select Type:

Footnotes

OK Cancel

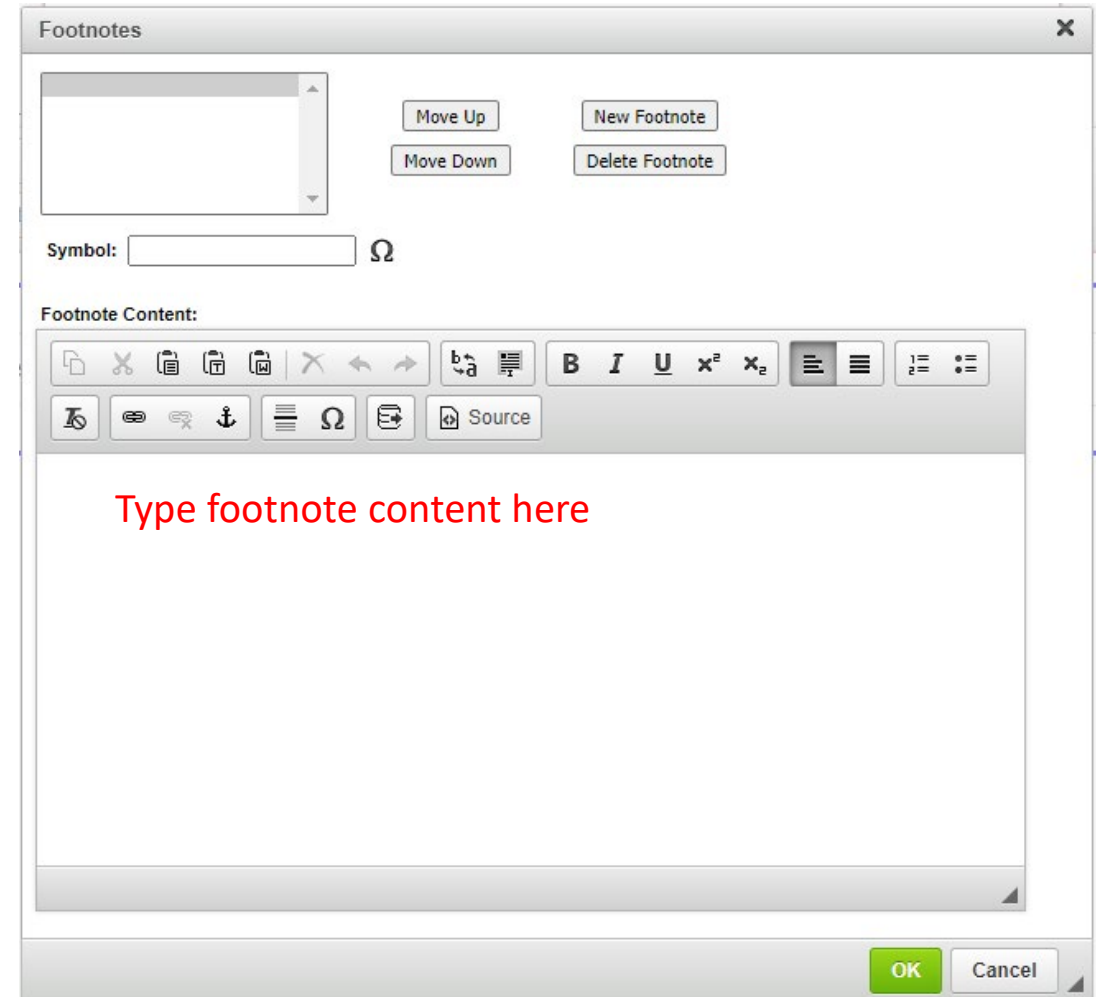
# Adding Footnotes 4/7

Under Symbol, type the number of this footnote.

Type the footnote content in the text box.

To link a course into the footnote, see next slide.

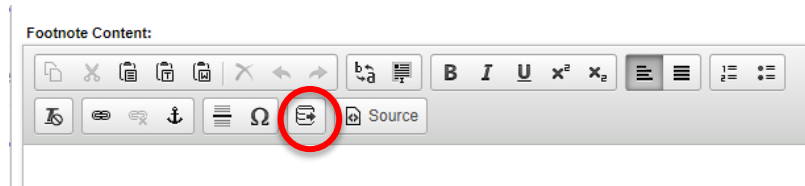
Otherwise, click OK.





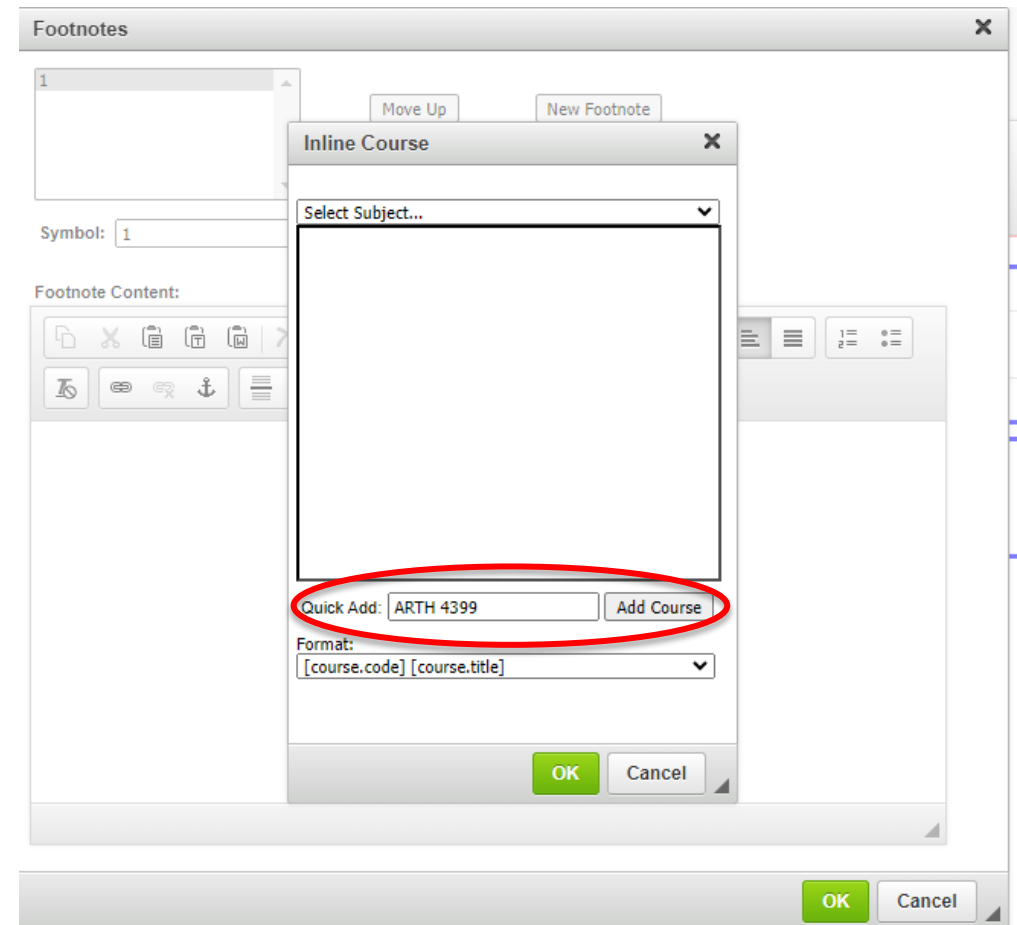
# Adding Footnotes 5/7

To link a course in the footnote, click the Insert/Edit Database Field button:



You can either use the drop down to select the subject and then course, or you can use the Quick Add box and add the course.

Click OK.



# Adding Footnotes 6/7

Type the footnote after the course is added.

Click OK.

Footnotes

1

Move Up Move Down New Footnote Delete Footnote

Symbol: 1 Ω

Footnote Content:

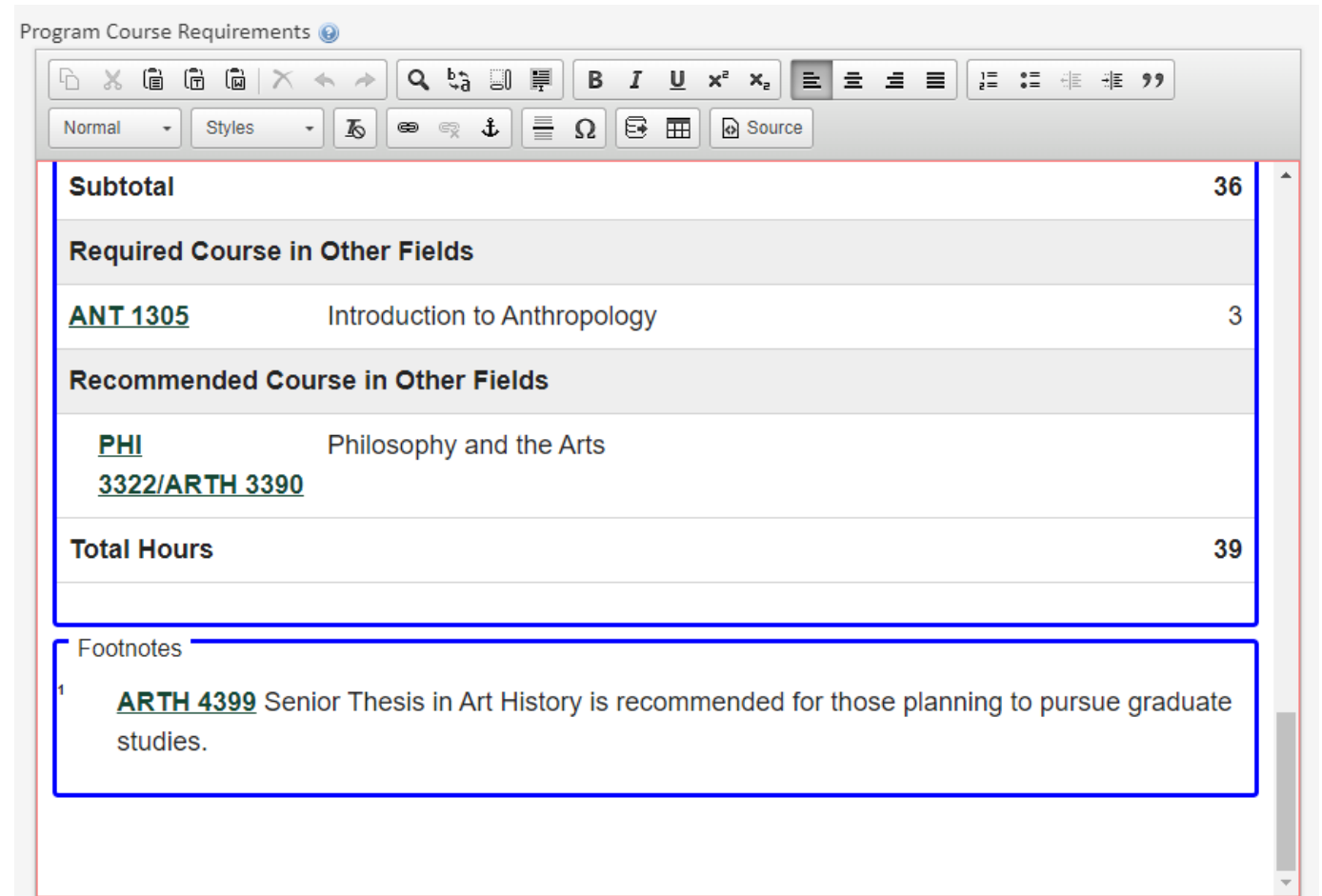
ARTH 4399 Senior Thesis in Art History is recommended for those planning to pursue graduate studies.

OK Cancel

# Adding Footnotes 7/7

The footnote is now added to the Program Course Requirements.

Program Course Requirements



<b>Subtotal</b>	<b>36</b>
<b>Required Course in Other Fields</b>	
<b><u>ANT 1305</u></b>	Introduction to Anthropology 3
<b>Recommended Course in Other Fields</b>	
<b><u>PHI 3322/ARTH 3390</u></b>	Philosophy and the Arts
<b>Total Hours</b>	<b>39</b>

Footnotes

<sup>1</sup> **ARTH 4399** Senior Thesis in Art History is recommended for those planning to pursue graduate studies.

# For More Information

- Check out the CIM Resources for Faculty and Staff
  - <https://registrar.web.baylor.edu/courses-catalogs/cim-curriculum-management-resources-facultystaff>
- For specific questions about program course requirements, email [programhelp@baylor.edu](mailto:programhelp@baylor.edu)