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Overview

The CIM-Program form is used to manage all undergraduate program changes (e.g., degree, major, concentration, minor). This includes proposing a new program, editing an existing program, or deactivating a program.

Logging into CIM Program Management Page

Option 1: Use the following links to access CIM-Programs

1. https://nextcatalog.unc.edu/programadmin/, OR faculty have access to the link in Faculty Center.

Option 2: Faculty can access CIM-Programs from Faculty Center

1. Log into ConnectCarolina.
2. Navigate to My Schedule in your Faculty Center.

Proposing a New Program

To propose a new program, click on the Propose New Program Button.

If you are creating a new undergraduate program that is substantially similar to an existing program, reach out to the Office of Undergraduate Curricula for additional options.

How to Save Changes (at any time) and Submit Proposal (when done)

1. Click on Save Changes at the bottom of the screen at any time to save your work.
2. Click on the Start Workflow button (only) when the proposal is ready to be reviewed and approved, by the next person(s) in the workflow process.
Filling out the Form

The first question “Are you submitting this request on behalf of someone else?” defaults to No.

**Note:** If you are submitting this request on behalf of someone else, change to Yes and fill in the Contact Information fields of the person for whom you are submitting the proposal.

**Fill in General Information Fields**

1. **Institution** - Defaults to the University of North Carolina – Chapel Hill.
2. **Academic Unit** - Select the Academic Unit for the primary department responsible for the program. If the relevant academic unit is not listed, please email curriculum@unc.edu.
3. **Academic Level** - Select the applicable Career.
4. **Program Type** - Select the applicable Degree. If you select Bachelors, Masters or Doctoral program a new Total Degree Hours Required field will show up. This is highlighted in the screenshot below.
5. **Joint Degree Program** - It will default to No, if applicable, choose Yes and select a Campus Partner.
6. **Program Title** - Enter the Program Title (e.g., Art History Major, B.A.; History Minor).
7. **Effective Academic Year** - Select the effective Academic Year.
8. **Proposed Term to Enroll First Students** - Select the effective Term.
9. **CIP Code and CIP Title** - Each UNC-Chapel Hill program of study is associated with a six-digit CIP Code for the purposes of reporting data to the federal government. Use the Find link on the CIM-Program form to select the appropriate CIP code.

10. **Enter Enrollment Percentage and Site Information** – This section is used only if a program will be delivered at a site other than UNC or with a joint institution.

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**Justification/Rationale, *Degree Plan, Admission Requirements, Concentration/Track, Other requirements**

**Note:** The Program Requirements Field is discussed in detail on Page 7.

**Note:** For all tables below, you may provide pertinent details in the comment section.
Letter of Intent, Request to Establish, Letters of Support, Misc. Documents

1. Click on the appropriate **Attach File** button to upload applicable documents.
Program Requirements

Access Course Table in Program Requirements

1. Click on the Insert/Edit Formatted Table icon (to the left of Source button)
2. In the pop-up window under Select Type: choose Course List.
3. Click OK.

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

Entering a Plan of Study

Note: The Plan of Study grid maps out semester by semester a proposed sequence for students to enroll in major or minor coursework broken down by term.

Steps to Access Plan of Study Grid

1. Click on the Insert/Edit Formatted Table icon (to the left of “Source” button).
2. In the pop-up window, under Select Type, choose Plan of Study.
3. Click OK.
4. Select the applicable **Year** from the drop down (upper right side of pop-up window).
5. If applicable, select **Term** from the drop down (upper right side of pop-up window)
6. Add courses or comments to the term or year. (See section “Course Table and Plan of Studying Editing Tools” below.)
7. Repeat steps 4-6 for each applicable year and term.
8. Click the “OK” button.
Example of a Four-Year Plan of Study:

<table>
<thead>
<tr>
<th>First Year</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMME 101</td>
<td>1</td>
</tr>
<tr>
<td>MATH 231</td>
<td>4</td>
</tr>
<tr>
<td>MATH 232</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 116</td>
<td>4</td>
</tr>
<tr>
<td>or PHYS 118</td>
<td></td>
</tr>
<tr>
<td>PHYS 118</td>
<td></td>
</tr>
<tr>
<td>or Introductory Calculus-based Mechanics and Relativity</td>
<td></td>
</tr>
<tr>
<td>CHEM 101</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 101L</td>
<td></td>
</tr>
<tr>
<td>and Quantitative Chemistry Laboratory I</td>
<td></td>
</tr>
<tr>
<td>BIOL 101</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 101L</td>
<td></td>
</tr>
<tr>
<td>Principles of Biology</td>
<td></td>
</tr>
<tr>
<td>and Introductory Biology Laboratory</td>
<td></td>
</tr>
<tr>
<td>ENGL 105</td>
<td>3</td>
</tr>
<tr>
<td>English Composition and Rhetoric</td>
<td></td>
</tr>
<tr>
<td>Foreign Language level 3</td>
<td>3</td>
</tr>
<tr>
<td>Approaches and Connections (1 course)</td>
<td>3</td>
</tr>
<tr>
<td>Lifetime Fitness</td>
<td>1</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore Year</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 331</td>
<td>4</td>
</tr>
<tr>
<td>MATH 331L</td>
<td>4</td>
</tr>
<tr>
<td>First Course in Differential Equations</td>
<td></td>
</tr>
<tr>
<td>PHYS 117</td>
<td>4</td>
</tr>
<tr>
<td>or PHYS 119</td>
<td></td>
</tr>
<tr>
<td>Electromagnetism and Optics</td>
<td></td>
</tr>
<tr>
<td>or Introductory Calculus-based Electromagnetism and Quanta</td>
<td></td>
</tr>
<tr>
<td>CHEM 102</td>
<td>4</td>
</tr>
<tr>
<td>&amp; 102L</td>
<td></td>
</tr>
<tr>
<td>General Descriptive Chemistry II</td>
<td></td>
</tr>
<tr>
<td>and Quantitative Chemistry Laboratory II</td>
<td></td>
</tr>
<tr>
<td>CHEM 201</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Organic Chemistry I</td>
<td></td>
</tr>
<tr>
<td>BMME 209</td>
<td>2</td>
</tr>
<tr>
<td>Biomedical Engineering Design and Manufacturing</td>
<td></td>
</tr>
<tr>
<td>COMP 116</td>
<td>3</td>
</tr>
<tr>
<td>or BMME 201</td>
<td></td>
</tr>
<tr>
<td>Introduction to Scientific Programming</td>
<td></td>
</tr>
<tr>
<td>or Computer Methods in Biomedical Engineering</td>
<td></td>
</tr>
<tr>
<td>BMME 205</td>
<td>4</td>
</tr>
<tr>
<td>or BMME 100 and</td>
<td></td>
</tr>
<tr>
<td>BMME 210L</td>
<td></td>
</tr>
<tr>
<td>Biomedical Mechanics (Fall only)</td>
<td></td>
</tr>
<tr>
<td>or Statics and Biomedical Mechanics Lab</td>
<td></td>
</tr>
<tr>
<td>BMME 209</td>
<td>4</td>
</tr>
<tr>
<td>or BMME 150 and</td>
<td></td>
</tr>
<tr>
<td>BMME 210L</td>
<td></td>
</tr>
<tr>
<td>Materials Science of Biomaterials (Spring only)</td>
<td></td>
</tr>
<tr>
<td>or Introduction to Materials Science and Materials Science of Biomaterials Lab</td>
<td></td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior Year</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMME 207</td>
<td>4</td>
</tr>
<tr>
<td>BMME 301</td>
<td>4</td>
</tr>
<tr>
<td>BMME 302</td>
<td>4</td>
</tr>
</tbody>
</table>
Example of an Eight Semester Plan of Study:

<table>
<thead>
<tr>
<th>Course Table and Plan of Study Editing Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit an Existing Course Table</td>
</tr>
<tr>
<td>1. Navigate to the Requirements or Plan of Study Field.</td>
</tr>
<tr>
<td>2. Double click on the Course Table or Plan of Study table you wish to edit.</td>
</tr>
</tbody>
</table>

Add Comment Text

1. Click the Add Comment Entry button on the bottom left of the pop-up window.
2. Enter the desired text in the Enter comment text field. (Edits can later be made to the comment in the Comment field.)
3. Click OK to add the comment to the table.
4. If a comment is to be used as the header: Select the Area Header box in the lower right corner of the window, which will change the text to a bold format.

5. Click OK.

Formatting Examples for Text Entries

Text can be entered either in the Add Comment Entry window’s text box or can be edited directly in the Comment line once the entry has been added.

Note: If you need additional assistance on how to enter or format requirements for Undergraduate programs in CIM, please contact the Office of Undergraduate Curricula. Reviewing other program requirements in the current Catalog may also be helpful.

Note: For all text entries, you will need to manually add the number of credit hours in the Hours field for the requirement. This can be a single number or a range (e.g. 3-4, 9-12).

Text Entry: Requirement Groups and Area Headers

There are three requirement groupings that can be made an Area Header for Undergraduate programs:

1. Gateway Courses
2. Core Requirements
3. Additional Requirements

Other headings can be used, to group requirements together, but should not be made Area Headers.
Text Entry: Select Courses From a Requirement List (followed by indented course list)

This option is best used for shorter course lists. Best practice is to use this for lists of 10 courses or fewer.

The Comment entry can be worded a variety of ways, including:

1. Take one of the following:
2. Two of:
3. One principles of economics course:

The displayed course list can then be entered using the Indent option detailed in the Add an Indent section below.

Text Entry: Select Courses From a Requirement List (not followed by course list)

This option is best used for long course lists. Best practice is to use this for lists of 11 or more courses. This option is also best for a list that is defined but will not be specifically displayed in the Catalog. This separate course list option also allows for formatting options like toggling open/closed the additional course lists in the University Catalog. You can view examples of this type of toggled open list on the History Major, B.A. in the University Catalog.

Examples:

1. Four electives from no more than two specialization areas.
3. Four to six courses in a field of concentration (geographical or thematic). See lists below.
4. Literature (one course, see list below)
**Text Entry: Departmental Elective Credit (to add subject codes in plan of study tables)**

This option should only be used for the plan of study. You can use this to specify a subject code for an elective course.

**Formatting for Comment Entry:**

```
BMME ---::Specialty Elective 1
```

This will display with the column break similar to a course entry:

![Core Requirements Table](image)

**Add Course Entries**

Both options, for adding course entries, start from the **Course Table Editing Window**:

**Option 1: Selecting Approved Courses (Most Reliable Method)**

1. Click on **Select Division**.
2. Click on the applicable School.
3. Click on the **Select Subject** drop down.
4. Click on the applicable Subject.
5. Click on courses to be added to the proposed programs, then click the “> >” button to move each course to the box on the right side of the window. You may select a course in the list on the right and click on “< <” to remove a course from the list. Repeat this process until all required courses are listed in the box to the right.
6. Click on the **Sum Hours** box in upper right corner of pop-up window.
7. Click **OK**.

**Note:** The Course List and Total Hours line will appear in the Program Requirements field.
Option 2: Quick Add (For known course codes)

1. Open the table you wish to edit.
2. Type the course code into the quick add box. (Subject code, catalog number, e.g. BIOL 101)
3. Click Add Course button.
Move Course or Comment Up or Down on List

1. Open the Course List or Plan of Study Table you wish to edit.
2. Highlight the course or comment you would like to move up or down on the right side of the list window.
3. Click on either the Move Up button or Move Down button to rearrange the list.
4. Click OK.

Add a Cross-List (cross reference)

This process should only be used for officially cross-listed courses that share a course ID in ConnectCarolina.
1. Open the **Course List** you wish to edit.
2. Click on the course that is to be cross-listed.
3. Enter the number of the course you want cross-listed in the **Cross-Reference** field.
4. Click **OK**.

5. Both courses will now be listed on the same row.

### Add a Sequence Course (e.g., BIOL 101 & 101L)

1. Open the **Course Table** or **Plan of Study Table** you wish to edit.
2. Click on the first course to be listed in the sequence. (e.g. BIOL 101)
3. Enter the second course in the sequence (e.g. BIOL 101L) in the **Sequence** field.
4. You must manually update the total hours in the **Hours** field. (from 3 to 4 in this case).
5. Click **OK**.
6. You will now see those two courses listed in the same row on the Course List.

Add an “Or Class” (e.g. PSYC 210 or PSYC 215)

1. Open the Course Table or Plan of Study Table you wish to edit.
2. Click on the first course to be listed. (e.g. PSYC 210)
3. Enter the second course to be listed on the Or Class field. (e.g. PSYC 215)
4. If the hours differ between each course, manually enter the number range (e.g. 3-4) for total unit hours in the Hours field.
5. Click OK.
6. You will now see those two courses listed in the same row on the Course List.

Add a Comment to a Course

1. Open the Course Table or Plan of Study Table you wish to edit.
2. Click on the course in which you’d like to add a comment.
3. Write the comment in the Comment field.
4. Click OK.
Add an Indent

**Important:** The indentation allows users to add all courses that could fulfill a requirement, without adding to the total credit hours.

1. Click on the **Course List**.
2. Select the **Indent** button. Any indented course will now appear without adding any credit hours to the total count.
3. Click **OK**.

5. You will now see the note just after the course.
4. You will now see the selected courses indented on the Course List without adding any hours to the total sum.

General Editing Tools

Insert/Edit a Link

1. Highlight the text for the link you want to create.
2. Click on the Chain Link icon, in the toolbar.
3. Insert the web address in the URL field.
4. For any link that will direct to a page outside the University Catalog, please select the Open in new window option.
5. Press OK. The link will appear connected to the highlighted text in the Text field.
Add a Footnote Table

1. Place your cursor where you would like the footnotes to appear in Program Requirements or Plan of Study field.
2. Click on the Insert/Edit Formatted Table icon (to the left of Source button).
3. Choose Footnotes from the drop-down menu.
4. Click OK.

Add a Footnote

1. Add or open (by double clicking) the Footnote Table in the Requirements or Plan of Study field.
2. To create your first footnote, enter the desired number in the Symbol field.
3. To add an additional footnote, click the New Footnote button, and replace the auto-populated “New Footnote” text with the desired number.
4. Enter the footnote text using the Footnote Content section (with associated formatting tools).
5. To edit a different footnote, select it from the list in the upper-left of the footnote table editing screen.
6. When finished press OK.
Add a Footnote to a Course or Comment

7. Open the Course Table or Plan of Study Table.
8. Click on the course or comment where the footnote is to be added.
9. Enter the appropriate footnote number in the Footnote field. Repeat this process for any courses that are applicable for this footnote.
10. Click OK.
Note: The number associated with the footnote will now appear at the end of each assigned course description. The “H” footnote is added automatically to any course that also has an Honors Section available.

Add a Pop-Up Bubble to Courses in Footnotes

1. Highlight the course code in the footnote content area.
2. Click on this icon 🟠.
3. You will see a brief loading message, before the course code appears inside the blue box.
4. Click OK.
5. The Course now has the pop-up bubble when viewed in the footnotes table.
Example of Footnote pop-up bubble as viewed in the Catalog:

PLCY 310. Microeconomic Foundations of Public Policy. 3 Credits.
This course allows students to enhance their working knowledge of microeconomic theory, explore microeconomic theory as a methodology to solve policy problems, understand market failures and the role of collective action in markets, apply economic models to a variety of policy situations, and evaluate and critique economic analyses. Previously offered as PLCY 410.
Requisites: Prerequisite, ECON 101.
Grading status: Letter grade.

\[1\] ECON 101 is a prerequisite for PLCY 310 and ECON 410. PLCY 460 is a prerequisite for PLCY 698 and PLCY 691H and a pre- or co-requisite for PLCY 581. PLCY 581 is a prerequisite for PLCY 691H and a pre- or co-requisite for PLCY 698.