WestVirginiaUniversity
OFFICE OF THE UNIVERSITY REGISTRAR

For assistance with the Curriculum Inventory Management (CIM) system for Program management, contact the Registrar's Office.
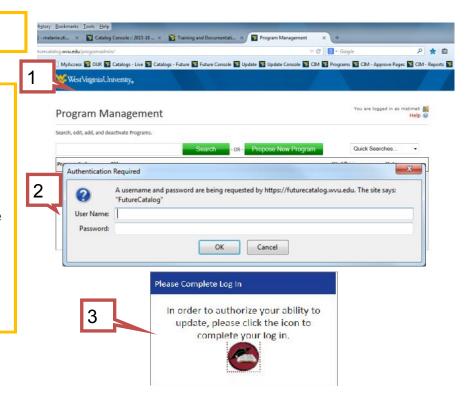
Phone: 304.293.5355

Email: registrar@mail.wvu.edu

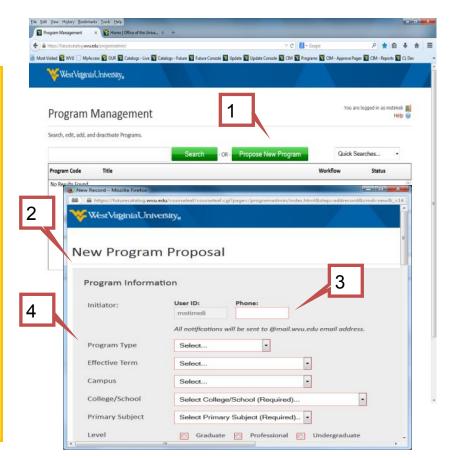|	CIM - Program Management Proposing New Programs or Changes to Existing Programs
Page	Contents
2	Log in
3	Propose a New Program
4	Complete the Form
5	Edit a Saved Proposal and Preview Workflow
6	Edit an Existing Program
7	Deactivate a Program
8	Save and Submit to Workflow
9	Program Workflow Overview
10	Approve Proposals

Log In

1. To access the Program Management online portal, go to:
https://futurecatalog.wvu.edu/programadmin

2. Enter your Login ID user name (in all lowercase) and password.

3. Click the red button to complete your log in

Program Management

You are logged in as mstimell
Help

Search, edit, add, and deactivate Programs.

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

Authentication Required

A username and password are being requested by https://futurecatalog.wvu.edu. The site says: "FutureCatalog"

User Name:
Password:

OK   Cancel

Please Complete Log In

In order to authorize your ability to update, please click the icon to complete your log in.
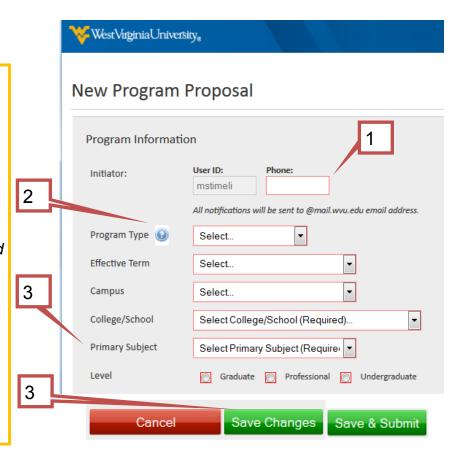
Propose a New Program

1. Click the Propose New Program Button.

2. The New Program Proposal form will open in a new window.

3. Required fields are surrounded in red.

4. Select the Program Type you would like to propose. The form automatically adjusts to include all necessary information.

NOTE: Proposing a new degree designation or degree program is part of proposing a new major.
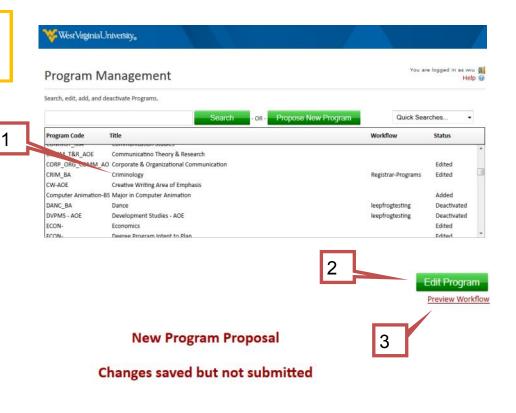
Complete the Form

1. Complete the New Program Proposal form. Required fields are surrounded in red.

2. Click ? bubbles for additional information.

3. The Primary Subject dictates the roles in workflow used to approve the proposal. *This field is already completed when editing an existing program.*

4. Clicking the Save Changes button allows you to save your work and complete the form at another time.

West Virginia University

New Program Proposal

Program Information

Initiator:	**User ID:**	**Phone:**
	mstimeli	

All notifications will be sent to @mail.wvu.edu email address.

Program Type Select...

Effective Term Select...

Campus Select...

College/School Select College/School (Required)...

Primary Subject Select Primary Subject (Require

Level ○ Graduate ○ Professional ○ Undergraduate

Cancel   Save Changes   Save & Submit
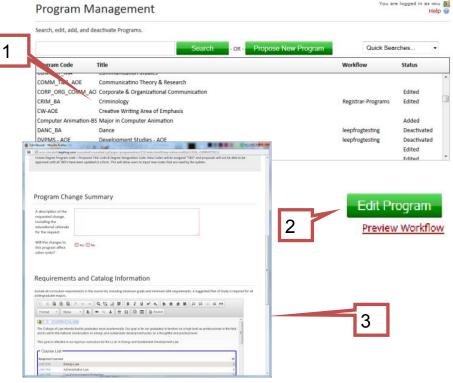
4

Edit a Saved Proposal & Preview Workflow

1. To continue working on a saved proposal, select it from the main Program Management page.

2. Click the Edit Program button to continue working.

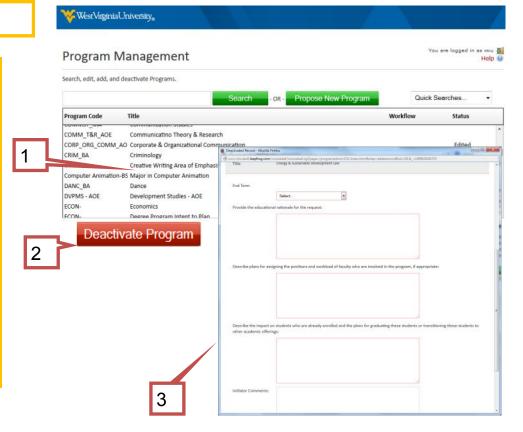3. Click the Preview Workflow link to view the required approval steps for the proposal.

West Virginia University.

Program Management

You are logged in as wvu

Help

Search, edit, add, and deactivate Programs.

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

Program Code	Title	Workflow	Status
COMMST_MA	Communication Studies		
COMM_T&R_AOE	Communicatino Theory & Research		
CORP_ORG_COMM_AO	Corporate & Organizational Communication		Edited
CRIM_BA	Criminology	Registrar-Programs	Edited
CW-AOE	Creative Writing Area of Emphasis		
Computer Animation-BS	Major in Computer Animation		Added
DANC_BA	Dance	leepfrogtesting	Deactivated
DVPMS - AOE	Development Studies - AOE	leepfrogtesting	Deactivated
ECON-	Economics		Edited
ECON-	Degree Program Intent to Plan		Edited

2 Edit Program

Preview Workflow

3

New Program Proposal

Changes saved but not submitted

Edit an Existing Program

1. To edit an existing program, select it from the main Program Management page.

2. Click the Edit Program button.

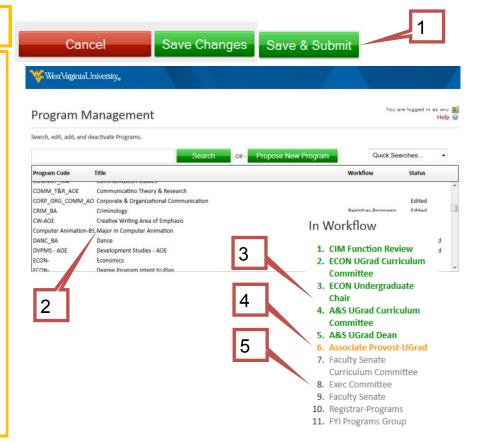3. The program change pro-posal form will open in a new window.

Deactivate a Program

1. To deactivate an existing program, select it from the main Program Management page.

2. Click the Deactivate Program button.

3. The program deactivation proposal form will open in a new window.

Save & Submit to Workflow

1. When a proposal is ready to be submitted to workflow, click the Save and Submit button.

2. To check on the approval status of a proposal, return to the Program Management page and select the proposal.

3. Roles that have approved the workflow are listed in green text.

4. The role that is currently reviewing the proposal is listed in orange text.

5. Roles that have not reviewed the proposal are in gray text.

1

Cancel   Save Changes   Save & Submit

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Program Management

You are logged in as wvu
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Search, edit, add, and deactivate Programs.

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

Program Code	Title	Workflow	Status
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CW-AOE	Creative Writing Area of Emphasis		
Computer Animation-BS	Major in Computer Animation		
DANC_BA	Dance		
DVPMS - AOE	Development Studies - AOE		
ECON-	Economics		
ECON-	Degree Program Intent to Plan		

2

In Workflow

3   1. **CIM Function Review**
     2. **ECON UGrad Curriculum Committee**
     3. **ECON Undergraduate Chair**
4   4. **A&S UGrad Curriculum Committee**
     5. **A&S UGrad Dean**
5   6. **Associate Provost-UGrad**
     7. Faculty Senate Curriculum Committee
     8. Exec Committee
     9. Faculty Senate
     10. Registrar-Programs
     11. FYI Programs Group

8

Program Workflow Overview

All proposals begin with the CIM Function Review step of workflow and continue through department and college approval roles (Department Curriculum Committee, Department Chair, College/School Curriculum Committee, Dean)

New Major Proposals

Proposing a new major includes two workflows and forms: 1) Intent to Plan, which requires approval through the Assoc. Provost for Undergraduate Academic Affairs or Graduate Council 2) Full major Proposal, which requires Faculty Senate and Graduate Council approval (and BOG approval for new degree programs).

Undergraduate Areas of Emphasis (AOE) and Minors

AOEs: Approved by the Associate Provost for Undergraduate Academic Affairs.

Minors: Approved by Faculty Senate Curriculum Committee & the Associate Provost.

Graduate AOEs

Approved by Graduate Council and the Associate Provost.

Changing an Existing Program

The appropriate Associate Provost sets a revision level. If significant, workflow continues to Faculty Senate or Graduate Council. If small, workflow is truncated to the Registrar-Programs step.

Approve Proposals

1. Reviewers receive email notifications when proposals reach a new step of workflow. Follow the link in the email or go to the CIM Approval site: https://futurecatalog.wvu.edu/courseleaf/approve/

2. Login and make sure the appropriate role is selected.

3. Select a proposal to review.

4. Use the Edit button to make changes or the Rollback button to return the proposal to an earlier step of workflow. Click the Approve button to move the proposal to the next step of workflow.

Curriculum Change Action Forms

are No Longer Required!