

CIM: Modify an Existing Cognate

1. Search for cognate:
 - a. 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 Cognate Code, Title, Workflow step and CIM Status.

*MUSIC	Search
Plan Code	Description
AT_0001	World of Music

- b. Quick Searches provides a list of predefined search categories to use.

Quick Searches...
<ul style="list-style-type: none"> ✓ Quick Searches... Edited Cognate Proposals Added Cognate Proposals Inactivated Cognate Proposals Arts and Humanities People and Society STEM

2. Click on cognate you want to edit. Click Edit Cognate (green box on right)

Edit Cognate

3. Select Effective Date (future term)

Effective Date	Select...
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4. Make any changes needed to required fields, indicated by red box

Submitter	Name
<input style="border: 1px solid red;" type="text"/>	<input style="border: 1px solid red;" type="text"/>

5. Make changes to the Requirements list
 - a. If needed, edit text for number of options groups to be completed. Use this template: **Complete at least/exactly/at most X of the following option groups:**
 - b. To edit requirements double click on Course List Table
 - c. If adding new courses, click on Select Division drop-down and choose the relevant Division. Once you select a Division, Select Department will appear. Click on the Select Department drop-down to choose the relevant Department. The relevant courses will now appear in the list below the drop-down menu.

Course List
College of Arts and Sciences
Aerospace Studies (AIS)
AIS 101 The Foundations of the United States Air

Note (1): You can also enter courses by using the Quick Add box. Type in subject code (space) then course number. (If you have already added a course via the drop-down option and want to use the course again in another option group, you will need to add the repeated course via the Quick Add box.)

Quick Add: <input style="border: 1px solid red;" type="text"/>	Add Course
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- d. To add a course, select from the list on the left by double click or clicking on >>

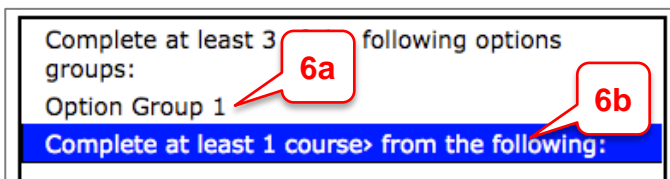
ARH 357 Critical Issues in the History Photography	
ARH 360 Art and Cinema	>>
ARH 365 Latin American Modernism	

- e. To remove a course, select and click on <<
 - f. Move courses using the **Move Up** **Move Down** buttons.
 - g. When you are done, click **OK**

6. Create Option Groups:

- a. Click **Add Comment Entry**. Enter Option Group Name
- b. Click **Add Comment Entry**. Enter number of courses to be completed. Use this template (Choose one of “at least”, “exactly”, or “at most”. Replace X by a number. Choose one of “courses” or “credits”.):

Complete at least/exactly/at most X courses/credits from the following:



- c. Enter courses as outlined in 5c
7. To edit the table, double click on it to return to the Course List dialog box
8. Complete remaining required fields
9. When you are done, click:
 - d. **Save Changes** – For you or someone else to come back to later; or
 - e. **Save and Start Workflow** – Submit for approval
10. To see a preview of the approval flow, click **Preview Workflow**

Quick Tips

- Click **Help** at any point for a detailed system help manual

Related Tip Sheets

- [Overview & Navigation](#)
- [Approval Workflow](#)