

Starting a New Program Proposal

1. Go to <https://cls.ccri.edu/programadmin/>
2. Log on with your CCRI username and password.
3. Click the green Propose New Program button, which will prompt a new window to open.

Program Management


Search, edit, add, and inactivate programs.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Workflow step and CIM Status.

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



The screenshot shows a search interface with a text input field on the left, a green 'Search' button in the middle, a checkbox labeled 'History' to the right of the 'Search' button, and a green 'Propose New Program' button on the far right. The 'Propose New Program' button is highlighted with a blue border.

4. Complete all required fields (outlined in red) and unrequired fields (not outlined in red) before submitting your proposal. CIM forms are dynamic, so fields open and close based on selections you make early in the form. Refer to the blue help bubbles  for guidance in completing certain fields.


For instructions on completing each field, please refer to the Completing a New Program Proposal Instructions.

5. To save the information you have entered, without submitting the proposal, scroll to the bottom of the form and press the Save Changes button. You can do this as often as you like.



The screenshot shows three buttons: a red 'Cancel' button on the left, a grey 'Save Changes' button in the middle with a blue border, and a green 'Start Workflow' button on the right.

6. Once your proposal is complete, press the green Start Workflow button to enter it into workflow, which starts the review process.



The screenshot shows three buttons: a red 'Cancel' button on the left, a grey 'Save Changes' button in the middle, and a green 'Start Workflow' button on the right with a blue border.

Questions? Contact crc@ccri.edu