

# CIM HELP

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Never create a New Program Proposal without first searching to see if the program already exists in CIM. New concentrations and tracks are part of an existing major so before creating a new proposal you must first determine if the major lists its subplans separately in CIM or as part of the whole major. If they are separate it is okay to create a new proposal (ex. MATH-ACSC, MATH-AMCO, etc.). If the major lists all subplans together, use the existing major. When in doubt, call the Registrar's Office 4-3694.

If you are creating a New Program Proposal, please be sure to include your desired effective term and year in the Rationale. You may also suggest a unique four-letter code for your new major or subplan.