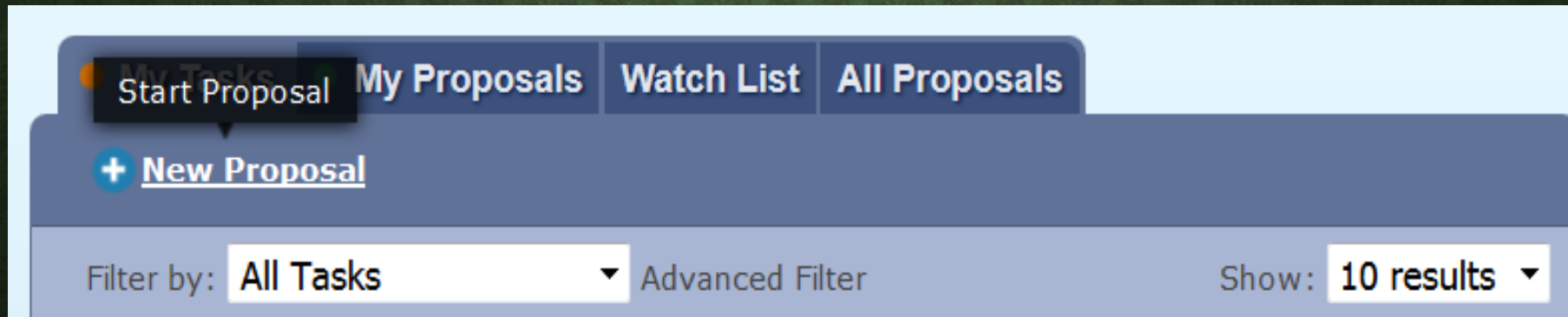# CURRICULOG

Start a Proposal

ORIGINATOR ACCESS

- If you have originator access, you should be able to see the "+New Proposal" button located just below the blue tabs on the left panel.

- Originator access is determined by the College/School Dean or Department Chair.

SELECT CURRICULUM ACTION FORM

- Depending on the action you are attempting to take, select the corresponding form from the list

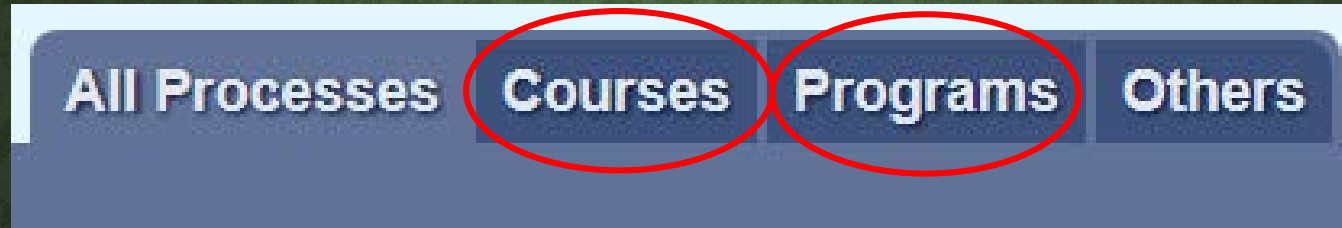- There are TWO pages worth of forms, use the "Next/Previous 10" button to find the form you need.

SELECT CURRICULUM ACTION FORM

- By clicking on either of the COURSES or PROGRAMS tabs along the top, the forms will be sorted by course-only proposals and program-only proposals for easier reference.

SELECT CURRICULUM ACTION FORM

- NOTE: clicking on the row will only provide you with a fly-out panel offering some information about the process

- When you HOVER on the row, two icons become visible to the right
  - **Preview Form** (left)
  - **Start Proposal** (right)—will take you to the digital form to be completed

Add New Major or Professional Field (Grad)
Steps: ▢▢▢▢▢▢▢ 3 mandatory 8 total
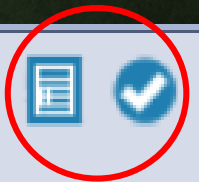
FLY-OUT PANEL

- Will provide a brief description of the forms purpose

- Will list all the *potential* steps for approval

PREVIEW FORM

- Will provide a pop-out window where you can review all the fields and information required

- HELPFUL if you are uncertain of whether this is the form you need to use or not

START PROPOSAL

- Assuming you have identified the appropriate form for the Curriculum change you wish to pursue, click the "Start Proposal" icon

- The blue circle with a white check mark

Add New Major or Professional Field (Grad)
Steps: ☐☐☐☐☐☐ 3 mandatory 8 total