To submit a course for the WMU Essential Studies Cyclic Course Review:
Log into wmich.curriculog.com using your Bronce NetID.

STEP 1: ensure that the PROPOSALS tab is highlighted at the top, then click “New Proposal”

STEP 2: Locate the WES Review submission template either at the top of the list of templates OR by clicking the tab for OTHERS . . .

STEP 3: . . . and click the checkmark at the far right to start a new submission.
STEP 4: Answer the prompts and questions on the left half of the screen. *For the narrative questions, 2-3 sentences each are certainly sufficient.*

STEP 5: At the far right, click the tab labeled “Files” to bring up a button that enables you to select and upload attachments from your computer. *Browse for a recent syllabus and the current assessment plan for the course, click Upload to attach them to the submission.*

STEP 6: Click “Validate and Launch Proposal” and follow the prompt to create the submission.

. . . ALMOST DONE . . .
Once launched, your proposal should be visible, but it has not yet been forwarded for review. Here you have one more chance to edit and refine your submission. When you’re ready . . .

STEP 7: . . . click the tab at the far right for “DECISIONS.”

STEP 8: Click “Approve” and . . .

STEP 9: . . . click “Make My Decision.” This last step submits the proposal to the next person or group in the approval workflow, which for this proposal will be the WMU Essential Studies Course Review and Approval Committee.

NOW you’re done. Thank you!

Questions? Concerns? Suggestions or ideas? Let me know at nicolas.witschi@wmich.edu