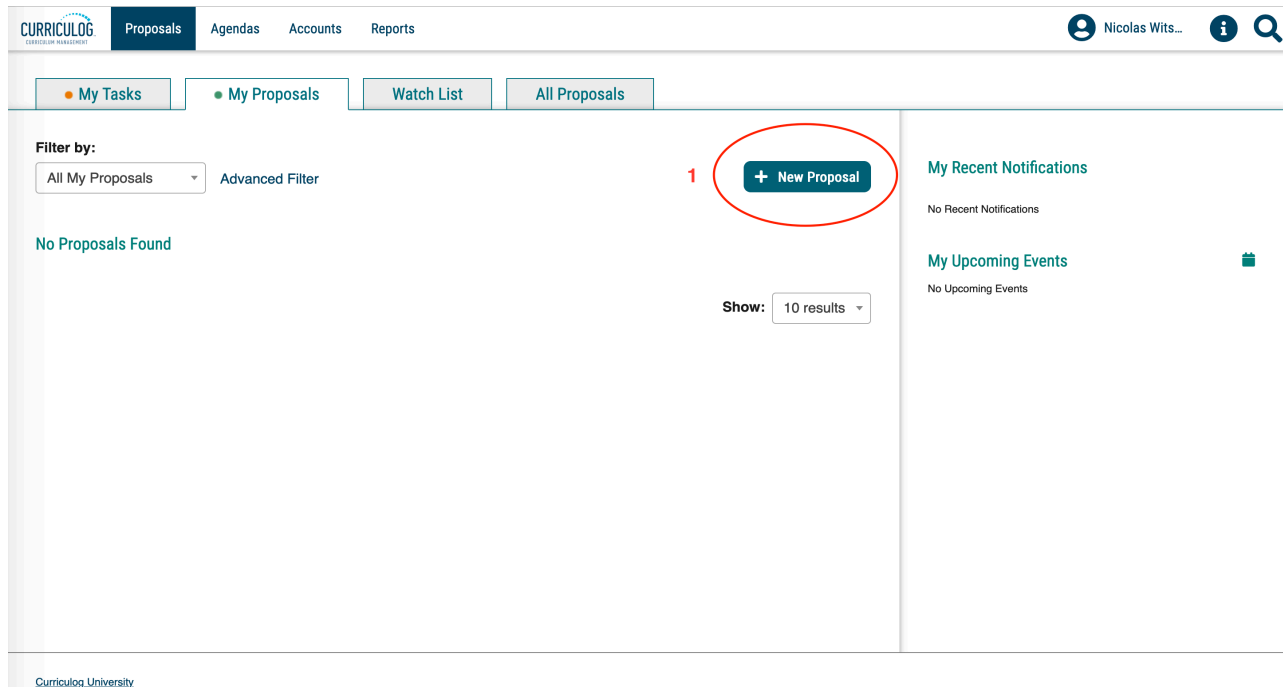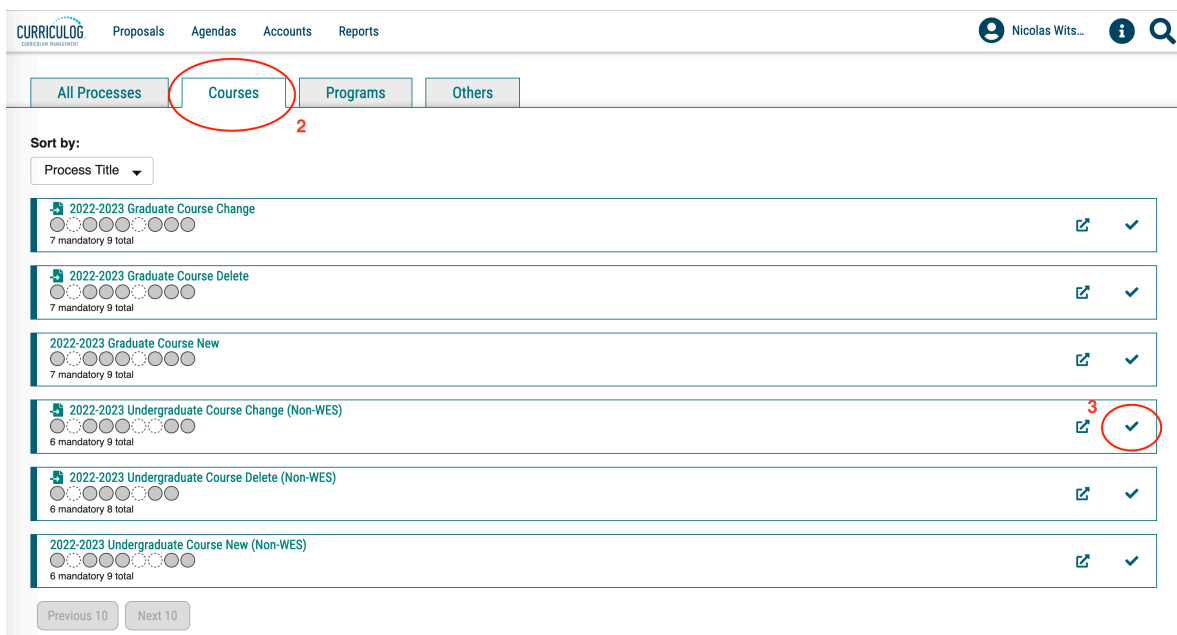To submit a non-WES course proposal into the curriculum review process:
Log into wmich.curriculog.com using your Bronce NetID.

STEP 1: Ensure that the PROPOSALS tab is highlighted at the top, then click "New Proposal"

STEP 2: Locate the Non-WES course submission templates by clicking the tab for Courses. Identify which template you wish to use, whether the change will be for a Graduate or Undergraduate course and whether it will be a New Course, a Change to an Existing Course, or a Course Deletion

STEP 3:. . . and click the checkmark at the far right to start a new submission.

STEP 4: If your choice is to modify or delete an existing course, you will be presented with a menu that allows you to **search the catalog** for the course you wish to work with. Fill in as much information as you can (the term CODE refers to the course number), click SEARCH, and then . . .

STEP 5: … at the far right by your chosen course, click the icon to load your selection and then click to "Build Proposal" to bring up the questions that need to be answered to move the proposal forward

N.B. If your choice is to create a new course, you will be immediately taken to the appropriate set of questions.

STEP 6: Answer all the questions on the left half of the screen. On the right you will see tabs for "Steps to Approval," which will show you the path to be taken by your proposal; and for "Files" which will allow you to upload and attach supporting documents such as sample syllabi, letters of support, etc.

Once all questions have been answered, 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 a course proposal will be either your department's curriculum committee or your department chair, depending on how you answered the department committee question in the proposal.

NOW you're done. Thank you!

If you're logged in to Curriculog to review a submission made by someone else, find the proposal under the "My Proposals" tab, click to open, and once you're done looking things over and perhaps adding comments to the Discussion tab, follow the directions for DECISIONS render your choice.

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