




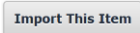


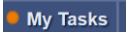






Change Program Proposal Checklist

Before beginning a proposal in Curriculog, please turn on the help text by clicking the help text icon.  You must import data for ALL change program proposals. Please reference step 5 for importing.

- **Step 1** Click  (top left)
- **Step 2** Click the Change Degree Program Form, Change Graduate/Undergraduate Certificate Form, or Change Minor Form
- **Step 3** Click  to start the proposal
- **Step 4** Click  to turn help text on (top right)
- **Step 5** Click  to import data from SAP (top left)
- **Step 6** Click  to select catalog (far right)
- **Step 7** Select filter from drop down menu (Best practice is to filter by major name or college)
- **Step 8** Type in major name (e.g. Anthropology) or college code (e.g. 8E000). You have to type in the entire major name in order for the major name filter to work.
- **Step 9** Click 'Search Available Curriculum'
- **Step 10** View 'Search Results' and click on the desired program
- **Step 11** Review data (Import ALL fields even if changes are being made)
- **Step 12** Click "Import This Item" 
- **Step 13** Click  to turn help text back on
- **Step 14** Complete the required fields (*). Imported data should not be changed.
- **Step 15** Click  to launch proposal
- **Step 16** Click 'My Tasks' 
- **Step 17** Click  to edit the proposal
- **Step 18** At this point you will make changes to the proposal

Note: Click  to see the edits you have made to the proposal. Under user tracking choose 'Show current with markup'

- **Step 19** Upload the required documents listed under the 'Required Uploads' on the top of the form in Curriculog. To upload the documents click  in the proposal toolbar.
- **Step 20** Click the decisions icon  to approve your proposal and move to the next step in the approval process.