HOW TO SUBMIT A C-2 (Course change form)
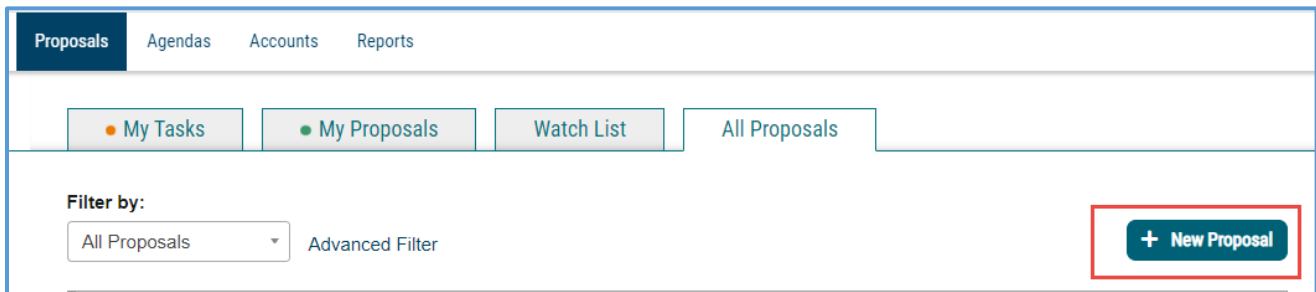
When done correctly, the C-2 form:

~populates with existing catalog-approved content.

~will reflect your exact changes, just like the Track Changes function in Word.
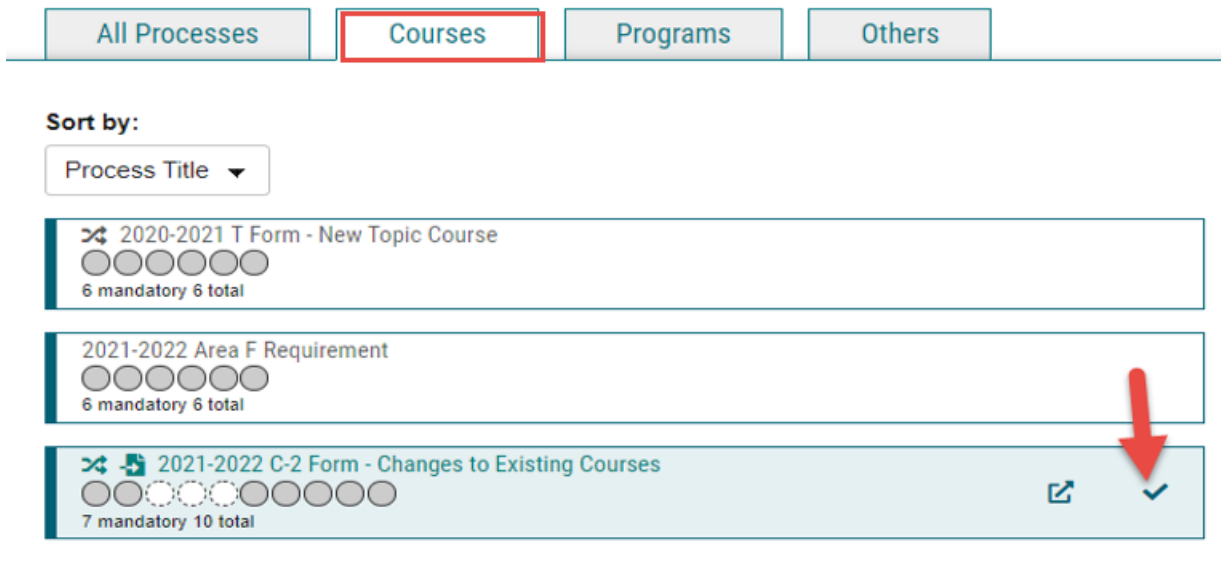
Step 1: Go to csusm.curriculog.com

Step 2: 'Login' (top right) will take you to CSUSM login. Enter your Campus ID and password.

Step 3: Click the **New Proposal** link to create a new proposal.

Step 4: Click on the checkmark on the right side of the C-2 form to open and Start Proposal:

Step 5: You will see a flyout panel on the right. Fill in the information for the course you would like to change:

eg. **Subject Code (Prefix)** and **Number (Code)**. {NO NEED TO ENTER THE COURSE TITLE}

> **Source:** This imports from the current online catalog. If you're making changes to a course that has been newly approved at Senate, and not yet published in the online catalog, please contact Academic Programs for assistance.

- Remove the checkmark from "Exclude previously imported results," if it is present.
- Then click on Search
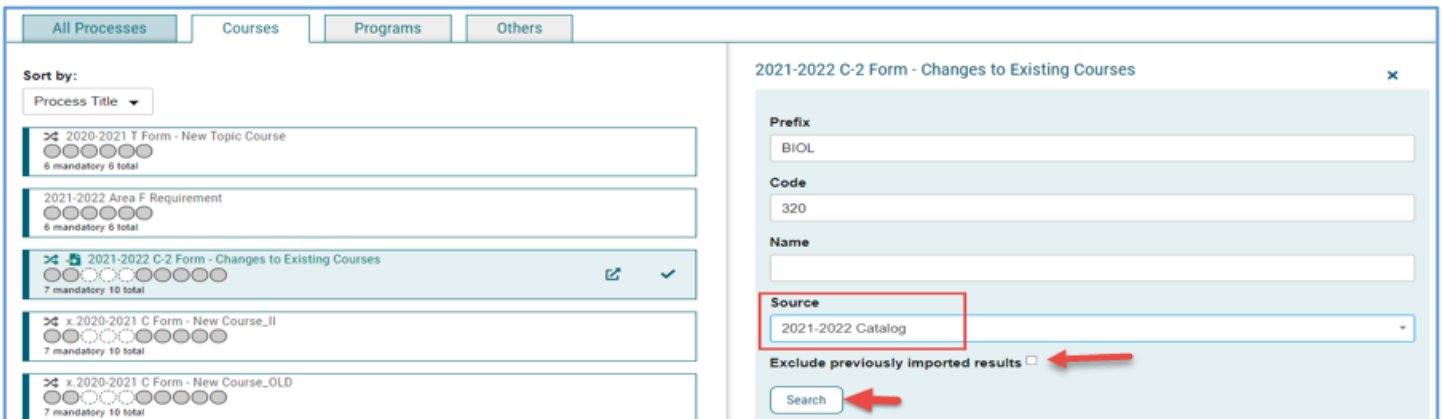
Step 6: Click on the import button ("**preview and build**") next to your selected course:
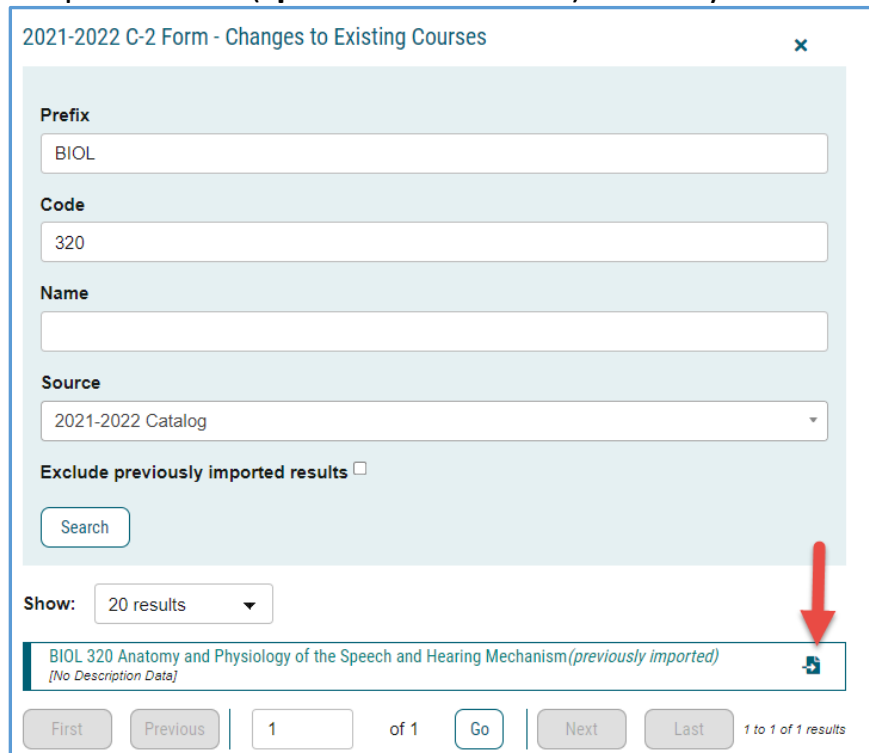
It will return this "Import Data" window:

Don't be concerned by the red notification "No match was found" - some fields do not import data. Not all of the fields in the proposal have corresponding content in the catalog.

Step 7: Click on "Build Proposal"

07/06/21

Your proposal is created!

BIOL - 320 - Anatomy and Physiology of the Speech and Hearing
Mechanism
2021-2022 C-2 Form - Changes to Existing Courses

unlaunched

~~Import~~   ~~Run Impact Report~~   ~~Save All Changes~~   ~~Validate and Launch Proposal~~

Some of the proposal fields will be populated with content from the online published catalog, such as Subject Code / Number Title, Description, enrollment requirements, etc.

1. Subject Code:*

BIOL ×

2. Course / Catalog Number:*

320

Course numbers may be 'recycled' if they have not been used in the past 10 years for undergraduate courses (6 years for graduate courses). A letter suffix may be used, but not "I" or "O." "L" is commonly used for labs, and "S" for courses taught in Spanish

3. Course Title:*

Anatomy and Physiology of the Speech and Hearing Mechanism

Avoid the use of jargon, slang, copyrighted names, trade names, and any non-essential punctuation.

11. Catalog Course Description (80 words or fewer)*

B I U | x₂ x² | Iₓ | ☰ ☰ | ☰ ☰ | ,, | ABC ☒

Format   ▾ | ☰ ☰ ☰ ☰ | ∞ ☒ | ▌ | ☒ ⊞ ☰

Explores the anatomy and physiology of speech and hearing including respiration, phonation, resonance, articulation and perception. An introduction to the central and peripheral nervous system is also provided.

Enrollment Restriction(s):

B I U | x₂ x² | Iₓ | ☰ ☰ | ☰ ☰ | ,, | ABC ☒

Format   ▾ | ☰ ☰ ☰ ☰ | ∞ ☒ | ▌ | ☒ ⊞ ☰

Enrollment restricted to students who have completed the Lower-Division General Education requirement in Life Science (B2).

Step 8: Scroll through the proposal form, **making your changes as appropriate** and **completing all BLANK required fields. Required fields** are indicated with an asterisk *****

Step 9: Be sure to indicate all the **types of changes** that you will be making, so that reviewers will know what to look for:

As you are filling out the BLANK fields, do not be concerned by red boxes. This means only that the content did not import. Simply fill in the information as requested:

Tips for MAKING CHANGES

*NOTE: When you click in a field to edit, it will become a 'rich text' field. After you make changes, you click on the "Save" button for that particular field:

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*NOTE: If you are changing the **Subject Code** and/or **Course Number**, do it like this:

Type in the NEW Subject Code and/or NEW Course Number into the "Course / Catalog Number" field, **in parentheses**. That way, both old and new code/no. will appear for searchability:

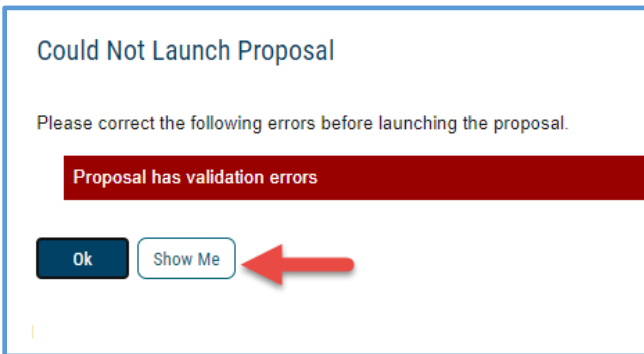**Step 10:** After you have completed all the fields, **LAUNCH** your proposal by clicking on the **"Validate and Launch Proposal" button that is floating at the bottom of the form.**
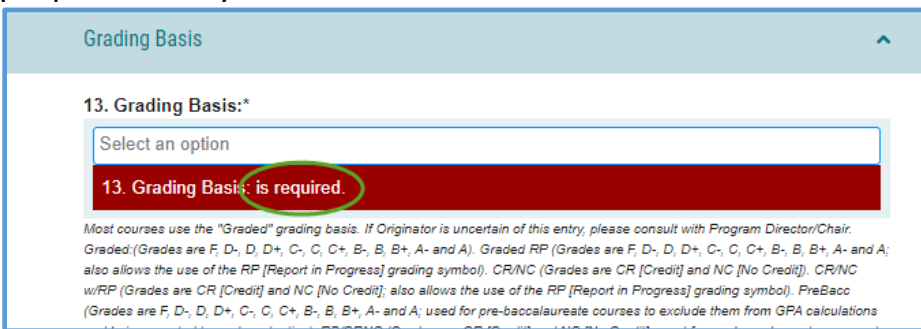
(**Don't worry** – launching the proposal doesn't move it to Dept. Chair step, even though that's what it sounds like!)

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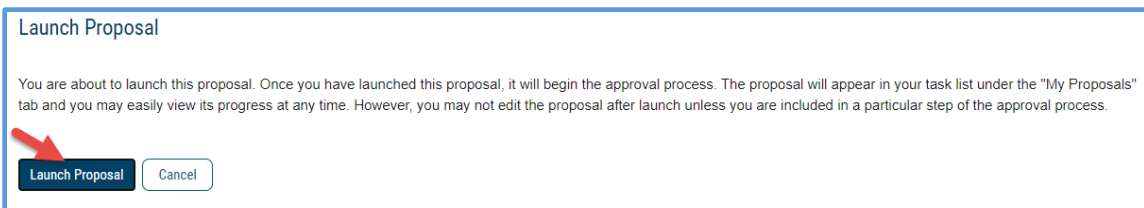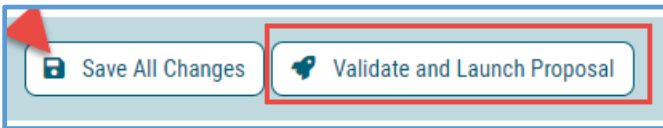
*NOTE: If you get this message after you click on "Launch Proposal," click on the "Show Me" button:


It will reveal all the required boxes that need to be completed. Simply scroll through your proposal until you've filled them all in.


Then click on "Validate and Launch Proposal" button once again.

Step 11: AFTER you Launch, an expanded toolbar will be revealed on the right-hand panel, including a "Discussion" icon, which displays a list of all the content fields that were imported.
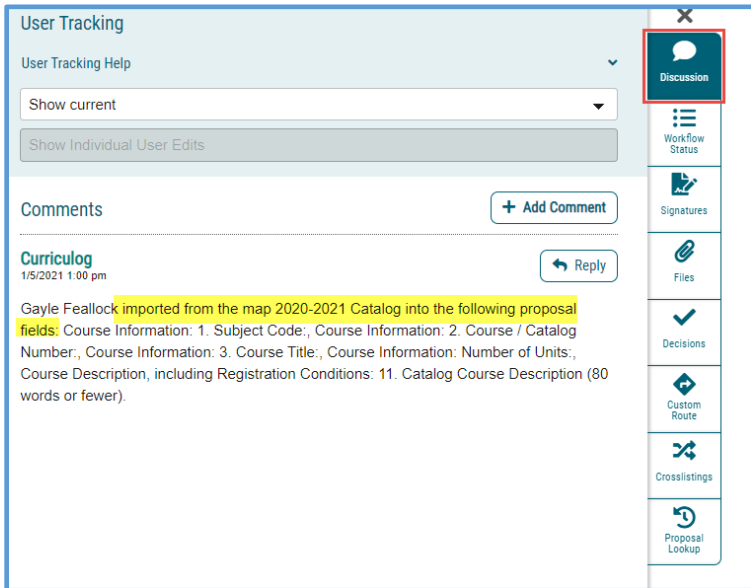
How to See Your Changes

On the top right-hand panel, if you select "**Show current with markup**" from the dropdown, you will see that the changes you made to existing imported content will appear in **blue**
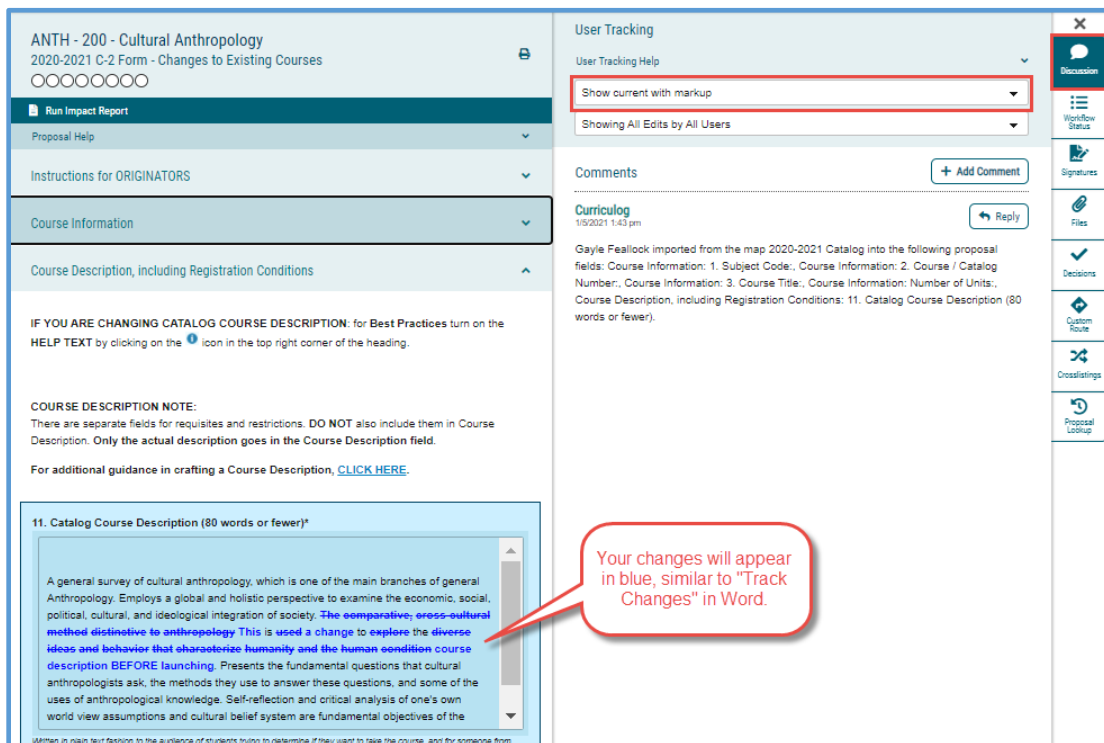
*NOTE: if you happen to make additional changes **AFTER you launch** the proposal, those changes will appear in red.

So, as "Originator" you might have two colors assigned to you: red and blue

Step 12: After you have made all of your changes / edits, be sure to double-check your data, and upload any files, such as revised syllabus or marked-up program catalog copy if necessary. *You will NOT be able to make any changes after the final step.*

Step 13: **FINAL STEP: you must "Make Your Decision" to move your proposal forward.**

After you "Make My Decision" you will see from the Workflow Status bar that your proposal has now moved along to the Department Chair step: