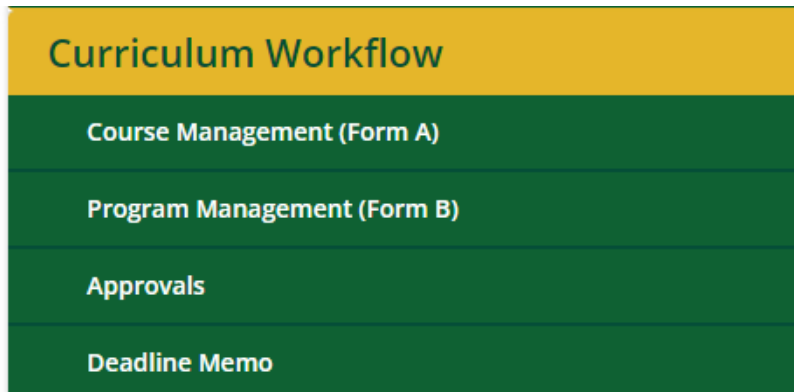





Proposing New Course or Changes to an Existing Course


Opening Course Management

1. Locate the Curriculum Workflow menu on MySacState (<https://my.csus.edu>)
Open **Course Management (Form A)**.



2. Use the search field to locate an existing course. Click the course, then click the **Edit Course** button.
Or click **Propose New Course** to create a new course.

 **SACRAMENTO STATE**
Redefine the Possible

 [Help](#)

Course Inventory Management

Search, edit, add, and deactivate courses.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

Archive - OR - History

Course Code	Title	Workflow	Status
ACCY 2	Managerial Accounting	BUS Committee Chair	Edited

Course Inventory Management

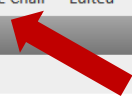


Search, edit, add, and deactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

<input type="text"/>	<input type="button" value="Search"/>	<input type="checkbox"/> Archive <input type="checkbox"/> History	- OR -	<input type="button" value="Propose New Course"/>	Quick Searches... <input type="button" value="v"/>
Course Code	Title	Workflow	Status		
ANTH 153	Evolutionary Medicine				
ANTH 154	Primate Behavior				
ANTH 155	Fundamentals of Biological Anthropology	SSIS Committee Chair	Edited		
ANTH 156	Evolution of Human Behavior				
ANTH 157	Human Variation				
ANTH 158	Human Skeletal Analysis				
ANTH 159	Forensic Anthropology				



[Preview Workflow](#)

Viewing: ANTH 156 : Evolution of Human Behavior

Catalog Pages referencing this course

- [Anthropology](#)
- [Anthropology \(ANTH\)](#)
- [Peace Corps Prep Certificate](#)

Contact(s):

Catalog Title: Evolution of Human Behavior

Class Schedule Evolution of Human Behav

Title:

Note the **Workflow** column in the list. Courses in a workflow are courses that have been proposed or have had changes proposed. These courses are unable to be edited.

Using the Form

- Boxes highlighted in **Red** are required to submit the form.
Use the **Green** plus signs to add additional lines as needed and the **Red X** to remove them.

Editing: **ANTH 102: The Nature of Culture**

Contact(s):	Name (First Last)	Email	Phone 999-999-9999	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="X"/>

Catalog Title:

Class Schedule Title:
9 characters remaining

Academic Group: (College)

Academic Organization: (Department)

Is this course required as part of a teaching credential program, a single subject, or multiple subject waiver program (e.g., Liberal Studies, Biology) or other school personnel preparation program (e.g., School of Nursing)?
 Yes No

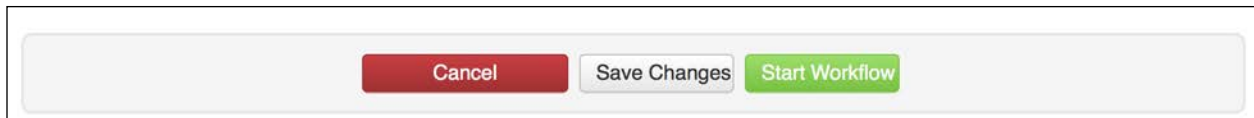
- Located on the form are **Blue Help Buttons “?”** that can be clicked on to provide additional information, links to policies, or clarification.

Catalog Number: (course number)

“Typically Offered” identifies which semesters a course might be offered by a department, so students can plan better. It is not required to always be offered in the designated semesters but rather that it could consistently be offered in any and/or all of those semesters.

In what term(s) will this course typically be offered?

5. Click the **Start Workflow** button at the bottom of the form to begin the submission process. At the bottom of the form, you can cancel any changes using the **Cancel** button. **Save Changes** will save all additions, but will NOT submit the form. An error box will appear at the top of the page if **Start Workflow** is clicked, but the form is incomplete.



Best Practices and Tips

1. Proposed changes could be rollback for a variety of reasons. If so, an accompanied email will explain who rolled it back and why. This email will include a link to open the form and make changes. **This is a one-time email!** It is recommended to set up an email rule to help track these emails.
<https://support.office.com/en-us/article/manage-email-messages-by-using-rules-c24f5dea-9465-4df4-ad17-a50704d66c59>
2. When copying content from another source (e.g., webpage, Word document, email, etc.):
 1. First copy/paste into text editor (e.g., Notepad) to remove all formatting
 2. then recopy/repaste into Curriculum Workflow form
3. Send new degree designations to Academic Services at least 30 days prior to submission of new program proposal to workflow.