

All forms are accessed through the Academic Programs Curriculum Forms web site. Employee ID and MyCoyote password are used to log into the form software.

Search for Program to edit

Red (strike through) and green (bold) indicate changes to the program during the editing and approval process. An audit trail is available, once the Start Workflow button is selected, to determine at what level in the workflow a change took place and who the editor was for the change. A form in workflow can no longer be edited by the originator unless it is rolled back. An email link, available in the workflow steps, allows the originator of a form to contact the current active step in the workflow. Updates can be made by the person in the current workflow step or the proposal can be rolled back to the originator. When a course is rolled back, it starts over in the workflow process.

Click on Edit Program (right side under program grid)

Existing information pre-populates. NOTE: the migration of current programs may not be as expected. It is the responsibility of the originator to modify the program based on format approved by Q2S committees.

All fields outlined in red are mandatory for submission of the form into workflow. You may save your work at any time and return to complete as needed.

Originator	Name, email and phone are required fields. If a form is incomplete or needs changes this is who the form may roll back to for the additional edits.
Effective catalog	Select the Academic Year, if future years are not available contact the Academic Curriculum and Scheduling office.
College	Prepopulated.
Department	Prepopulated. Departments are dependent on the college selected.
Department URL	Current CSUSB department naming conventions for URL is normally the department.csusb.edu. The field is required for CSUApply
Academic Level	Prepopulated.
Program Type	Prepopulated. Program type selection is dependent on academic level.
Program Code	No entry required. Code is provided by the Office of the Registrar
Concentration Elevation	During Semester Conversion elevation of concentrations to Bachelor and Masters Programs do not require Chancellor's Office preapproval. If yes, include the current program and concentration title. NOTE: current program with concentration also need to be submitted removing the concentration from the program. Additional documentation may be required for submission of final approval by the Chancellor's Office. Contact the Deputy Provost for Academic Programs for additional information.
Title of Proposal	Prepopulated. Title changes to existing programs require notification to the Deputy Provost/Associate Provost for Academic Programs for submission to the Chancellor's Office. Significant title changes may require additional documentation and delay final approval of program for inclusion in the Bulletin of Courses.
Consultation	Use the department name drop down menu to select department(s). The department chair(s) will receive an email notification and will have the

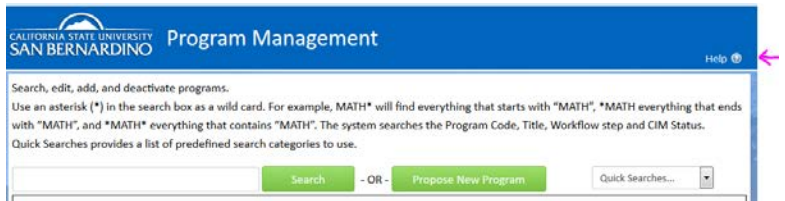
opportunity to comment on your submission. You may add as many consultations as needed by using the green plus sign.

Justification Enter the justification for the program change. The justification is an important part of the program form and is used by the reviewing committees.

Instruction Mode Select the appropriate instruction mode. This information is required by the Chancellor's Office and will be used by the Office of the Registrar for reporting purposes.

CATALOG CONTENT - PAGE BODY EDITOR

Required text fields are dependent on program type and level. The Page Body is where text and structured content – including course lists - is added or edited. The Page Body tool works like a standard word processor tool. The Page Body Editor User Guide is available through the Academic Programs web site at: <https://www.csusb.edu/academic-programs/curriculum/forms>. Video tutorials are available through Courseleaf help at <https://help.courseleaf.com/cat/page-body/>. You need to be logged into the program to access the help information. The Help link in the top right of the Program Management screen can also be used.



Additional assistance in completing and formatting the text is provided by the Curriculum and Scheduling office on request and by using the Page Body Editor User Guide.

Overview Prepopulated from existing program. Program overview is mandatory for graduate level and certificate programs.

Core Requirements Prepopulated.

Concentration Prepopulated.

After completing the form, click one of the following:

Cancel - return to the previous window without saving changes

Save Changes - to save any changes that have been made and come back to the form at a later time.

Clicking Save Changes does not submit the proposed changes to workflow and will allow you to save without filling out all the required fields.

Save & Submit (Start Workflow) - to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted for approval. The proposal will go to the next step in the workflow. The user(s) in workflow will be sent an automated email to notify them when a proposal is ready to be reviewed, edited, approved, or rolled back. A form in workflow can no longer be edited by the originator unless it is rolled back.

General Education Pathway

Navigate to the [TRC web site](#) for assistance with completing the GE information. Upload the completed General Education forms when submitting the course proposal.