How to Start a New Proposal
Those starting new proposals are called “Originators”

1. In a web browser, go to wm.curriculog.com
2. Click “Login” at the top right
3. Enter your W&M user ID and password
4. Navigate to “Proposals”, found on the top left side of your screen
5. Click the plus sign next to “New Proposal.”

6. Select the appropriate Approval Process by clicking on it. The options are:
   a. College 100 Application – use if you are proposing a new College 100 course
   b. College 150 Application – use if you are proposing a new First-Year Seminar
   c. College 200, 300, 400 or Domain Attribute Application – use if your course will carry a college attribute (i.e. C100, C200), or domain attribute (i.e ALV, CSI, NQR)
   d. Course Change Application – use if you want to change something about an existing course
   e. Curriculum Change Application – use if you are changing an existing requirement in a major, minor, etc.
   f. GER Attribute Application – use if your course will carry a GER attribute (i.e. GER 7, 4B)
   g. New Course Application – use if you want to propose a new course

7. Once you’ve clicked on the appropriate form, click the white check mark in the blue circle to start the application.

8. Once you click the Start Proposal circle, the form will appear on the left side of your screen and the Proposal Toolbox will appear on the right. You will be working on the form on the left side of your screen.
9. Turn on the “help text” so that you can see additional information about the form as you complete it. Click the white “i” in the blue circle to turn on the help text.

10. All fields marked with an asterisk (*) are required. You will not be able to continue until all required fields are completed.

11. Begin by entering the department (or program) under which this proposal belongs. Click the white plus sign in the blue circle next to “Add Item” to enter the department or program. Scroll through the list to the “Undergraduate” section to find your department or program.

   If you need to change this department, hover over the department field and a blue X will appear. Simply, click the blue X to remove. Then add the correct department.

12. Continue completing all the appropriate fields.

13. Once all the fields are complete, scroll back to the top of the form and launch the proposal by clicking the right directional triangle located on the top left of your proposal form.

   You will be prompted with orange error text if you neglect to complete any fields.
14. If there are no errors, you will get a Launch Proposal window. Simply click the “Launch Proposal” button to complete the process.

15. On the top right of the screen, you will receive a message about the proposal moving on. YOU ARE NOT QUITE FINISHED.

Once this Course Application has “moved on,” it goes to the Originator for “approval.” YOU ARE THE ORIGINATOR. This may seem redundant since you just finished launching the application. However, if you made a mistake and didn’t catch it before you launched, this gives you the opportunity to make any edits/changes to the proposal before it finally moves on to your department chair or program director for approval. Once your department chair or program director approves, then the proposal goes to the Educational Policy Committee for review.

SEE BELOW FOR YOUR NEXT STEP IN THIS PROCESS.
How to Approve, Reject, or Cancel a Proposal

1. Go to the “My Tasks” tab on the top left side of your screen.

2. Click on the proposal you want to “approve” as the Originator, MATH 123 in this example. This will highlight the five icons on the top right side of this course’s box.

3. Click the edit proposal icon to:
   a. Edit this course, if you need to make any changes, or
   b. Indicate that you “approve” the course you just launched

   NOTE: as the course moves through the process, you may hover over the blue circles next to “Steps” to review how the course is moving through the process. Once steps are completed, you will see these circles fill with green check marks.

4. The application to approve pops up on the left side of your screen. Scroll down to review the application on the left side of your screen. If you need to make any changes, do so here. Be sure to press the “Save” button after you’ve made your changes in each of the areas you change.

5. To view your changes after you’ve made them, you can turn on User Tracking in the right hand window (in the Proposal Toolbox). Click the down arrow in the “Show Original” line, then select “Show Current with Markup.”
Now you can see your edits in a new color on the left hand form. They appear in red.

aasdfasdfasdfasdf Cory’s new MATH Course. I made a typo that I didn’t notice before launching the application. I’m correcting that typo here as part of my “Originator Approval” step.

6. Once you are ready to make your decision, click on the Decisions Icon from the Proposal Toolbox on the right side of the screen.

7. Select the radio button that represents your decision and click “Make My Decision” at the bottom to finalize. As the Originator, your options are:
   a. Approve, comments are optional
   b. Reject, you are required to leave a comment of at least two characters in length as indicated by the orange help text
   c. Cancel, if you change your mind and decide not to submit this application
8. If you approve, you will see:
   a. the message about the proposal moving on (in the black box)
   b. a green check mark in the first circle, indicating the “Originator” has approved
   c. and, comments that track what has happened to the proposal

Additionally, if you go back to the “My Proposals” tab, you will also see that there’s a green check in the first step circle indicating that step one of this process is now complete. Hovering over each of these circles will give you information about that step of the process.