

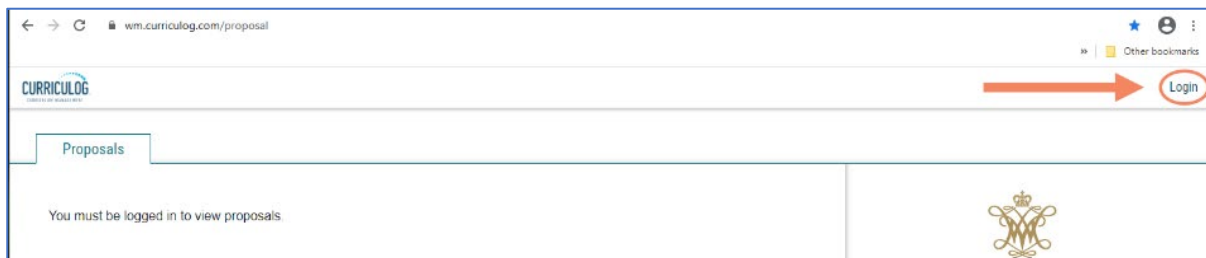


NOTE: The zIC Announcement (zIC ANNOUNCE) form should be completed and approved by the Asst. Provost for IAE BEFORE submitting a zInstitutional Change (zIC) form for your proposal.

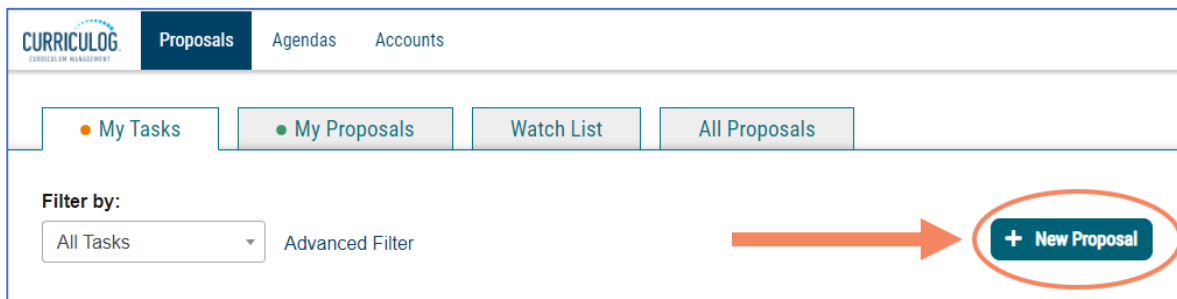
HOW TO SUBMIT A NEW zIC ANNOUNCEMENT FORM

Step 1: Go to <https://wm.curriculog.com>

Step 2: Select **Login** at the top right and enter your W&M userid and password.



Step 3: Select **+ New Proposal** to start a zIC ANNOUNCE Form.



Step 4: Sort by *Process Title (default) or Type*, find *zIC ANNOUNCE Form*.

If needed, scroll down to the bottom of the page and select [Next 10](#) or [Previous 10](#) to navigate through the list.

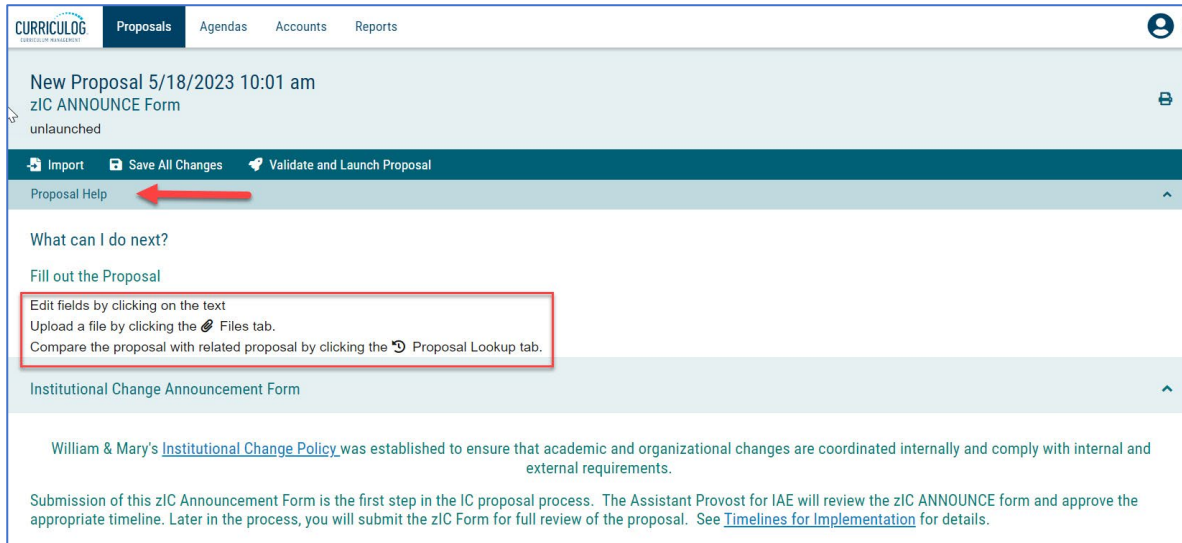
The screenshot shows the CURRICULOG interface with a navigation menu (Proposals, Agendas, Accounts, Reports) and tabs for All Processes, Courses, Programs, and Others. A 'Sort by:' dropdown menu is set to 'Process Type', indicated by a red arrow. Below the menu is a list of process items, each with a progress indicator (circles) and a '3 mandatory 3 total' status. The 'zIC ANNOUNCE Form' is the last item in the list and is highlighted with a red arrow. At the bottom of the list are 'Previous 10' and 'Next 10' buttons.

Step 5: To open the *zIC ANNOUNCE Form*, select the *checkmark* on the far-right side. You may also preview the form by selecting the preview icon.

This close-up shows the 'zIC ANNOUNCE Form' entry with a progress indicator of '3 mandatory 3 total'. On the right side, there are two icons: a document icon with a checkmark and a magnifying glass icon. Red arrows point to these icons with the labels 'Start proposal' and 'Preview form' respectively.

Step 6: Complete the zIC ANNOUNCE Form

- A. Fields marked with an asterisk (*) are required. To “launch” (submit) your zIC ANNOUNCE Form, you will need to complete all required fields.
- B. For additional information about completing the form, select Proposal Help




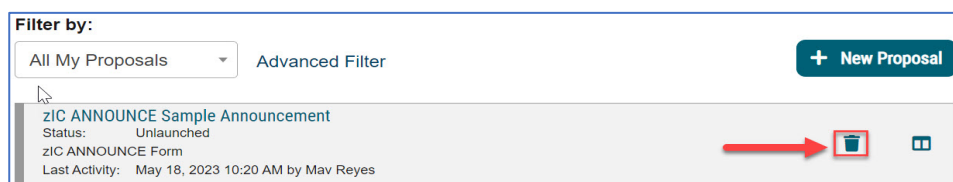
- C. **Title of Proposed Change:** In the Title textbox, name your proposal announcement *using the following naming convention:*

Title of Proposed Change:*

"zIC ANNOUNCE {A&S/LAW/MSOB/SMS/SOE} - {Brief title describing change}"

- D. Complete the appropriate fields. To save your form, select **Save All Changes** located at the bottom and top of the page.
- E. **To Edit or Delete** your form after logging out, see *log in to Curriculumlog* (Step 1-2 above), select the **My Proposal** tab and find your proposal (see Step 3 image). See Step 6B image above for editing and uploading instructions.

To delete a proposal, select the **Delete Proposal** icon ().



Step 7: Launch (Submit) the zIC ANNOUNCE Form. Once all the fields are completed and attachment(s) uploaded, save your changes. To submit your form, select **Validate and Launch Proposal** at the top or bottom of the page.

The screenshot shows the 'zIC ANNOUNCE Sample Announcement' form. At the top, there are three buttons: 'Import', 'Save All Changes', and 'Validate and Launch Proposal'. The 'Validate and Launch Proposal' button is highlighted with a red box and a red arrow pointing to it. Below the buttons, there is a section for 'Institutional Change Announcement Form' with a text area containing the text: 'William & Mary's Institutional Change Policy was established to ensure that academic and organizational changes are coordinated internally and comply with internal and external requirements. Submission of this zIC Announcement Form is the first step in the IC proposal process. The Assistant Provost for IAE will review the zIC ANNOUNCE form and approve the appropriate timeline. Later in the process, you will submit the zIC Form for full review of the proposal. See Timelines for Implementation for details.' Below this text, there are two dropdown menus: 'Select Institution (system required)*' with 'William & Mary' selected, and 'Title of Proposed Change:*' with 'zIC ANNOUNCE Sample Announcement' entered. At the bottom of the form, there are two buttons: 'Save All Changes' and 'Validate and Launch Proposal'. The 'Validate and Launch Proposal' button is highlighted with a red box and a red arrow pointing to it.



A. If you neglect to complete any required (*) field, you will receive an error message. Select **Show Me** to see the field(s) requiring completion.

The screenshot shows an error message dialog box titled 'Could Not Launch Proposal'. The text inside the dialog says: 'Please correct the following errors before launching the proposal.' Below this text is a red bar with the text 'Proposal has validation errors'. At the bottom of the dialog, there are two buttons: 'Ok' and 'Show Me'. The 'Show Me' button is highlighted with a red box and a red arrow pointing to it.

B. If there are no errors, you will receive a message to launch (submit) the form. Select **Launch Proposal** to complete the process.












The screenshot shows a 'Launch Proposal' dialog box. The text inside the dialog says: 'You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.' At the bottom of the dialog, there are two buttons: 'Launch Proposal' and 'Cancel'. The 'Launch Proposal' button is highlighted with a red box and a red arrow pointing to it.

Step 8: Status of Proposals

Once submitted, you can track your zIC Form in the [My Proposals](#) tab. Near the title, you will find a bar with icons  that will indicate the status of your proposal. Hover your cursor over the icon for a description of the status. For a list of symbols used in Curriculog, select the [Information/Curriculog Help](#) icon  at the top far right of the page

Curriculog Help

Listed below are the symbols and colors utilized in Curriculog:

 = has not made a decision	 = task
 = approved	 = mine
 = rejected	 = stuck
 = held	 = urgent, out of date import source
 = suspended	
 = cancelled	
 = multiple decisions	

Once the proposal has “moved on,” it is shared with the the IC Review Team. The Assistant Provost for IAE is responsible for approving the zIC ANNOUNCE form.

NOTE: Once approved in Curriculog, a Completed zIC ANNOUNCE Form is accessible to the W&M community.

If you have any questions about the form or have difficulty navigating the site, please contact Mav Reyes at mvreyes@wm.edu. Please visit our [IC Resource Center](#) if you have any questions about the Institutional Change process. If you have questions about the IC Process, please contact the Assistant Provost for Institutional Accreditation & Effectiveness.