

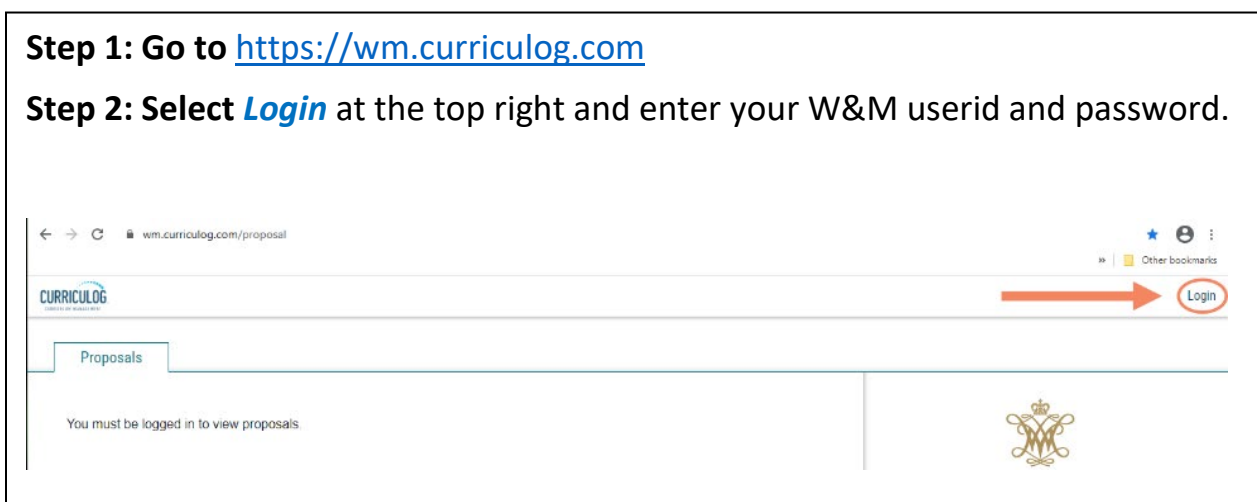


NOTE: Please submit the zIC Announcement form (zIC ANNOUNCE) and obtain approval from the Asst. Provost for Institutional Accreditation & Effectiveness BEFORE submitting a zIC form for your proposal.

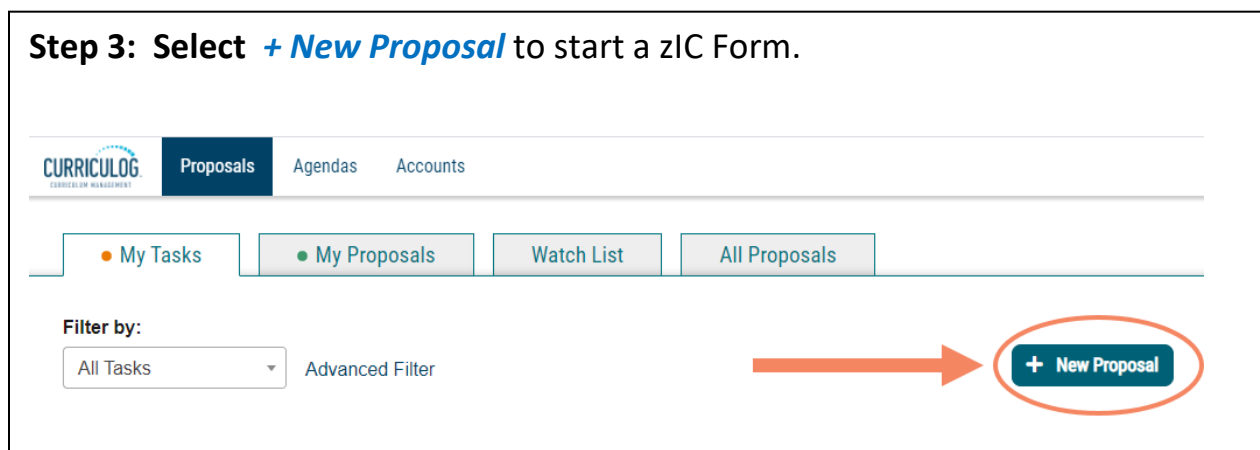
HOW TO SUBMIT A NEW zIC FORM

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

Step 2: Select [Login](#) at the top right and enter your W&M userid and password.

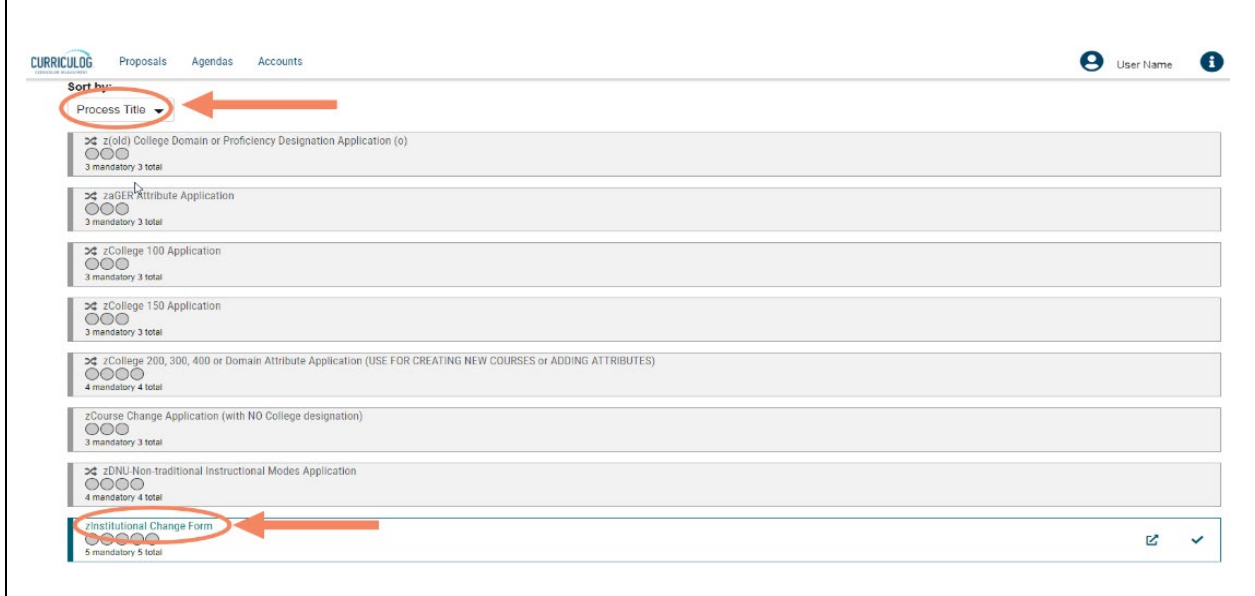


Step 3: Select [+ New Proposal](#) to start a zIC Form.

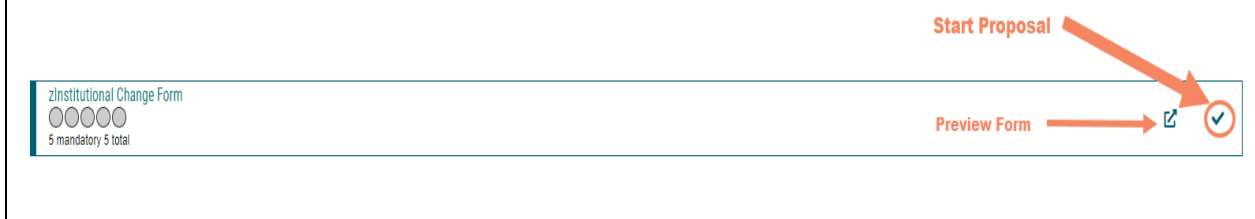


Step 4: Sort by *Process Title (default) or Type*, find *zInstitutional Change Form*.

If needed, scroll down to the bottom of the page and select Next 10 to navigate through the list.



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



Step 6: Complete the zIC Form

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


The screenshot shows the CURRICULOG interface. At the top, there are navigation tabs for 'Proposals', 'Agendas', and 'Accounts'. Below this, a header for a 'New Proposal' is visible, dated 2/26/2021 at 10:27 am, with the title 'zInstitutional Change Form' and a status of 'unlaunched'. A dark blue action bar contains buttons for 'Import', 'Save All Changes', and 'Validate and Launch Proposal'. Below this bar, a light blue bar contains a 'Proposal Help' button, which is circled in red. A red arrow points from the right towards this button. Below the buttons, a section titled 'What can I do next?' provides instructions: 'Fill out the Proposal', 'Edit fields by clicking on the text', 'Upload a file by clicking the Files tab', and 'Compare the proposal with related proposal by clicking the Proposal Lookup tab.'

- C. **Title of Contemplated Change:** In the Title textbox, name your proposed change *using the following naming convention:*

Title of Contemplated Change:*

"zIC {A&S/LAW/MSOB/SMS/SOE} - {2020x} - {Type of Change} - {Program Name or, if organizational change, Unit/Dept Name}"



- 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 Curriculog (see Step 1-2), 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 ().

The screenshot shows a list of proposals. At the top, there is a 'Filter by:' section with a dropdown menu set to 'All My Proposals' and an 'Advanced Filter' button. To the right is a '+ New Proposal' button. Below this, a proposal entry is shown: 'zIC Sample Change', 'Status: Unlaunched', 'zInstitutional Change Form', and 'Last Activity: Feb 26, 2021 10:27 AM by Mav Reyes'. To the right of this entry, a red arrow points to a trash icon (Delete Proposal) which is circled in red.












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

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 goes to the IC Review Team for initial review.

NOTE: Once approved in Curriculog, a Completed zIC 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.

Launch Proposal

Cancel