

HOW TO SUBMIT A C-2 (Course change form)

When done correctly, the C-2 form:

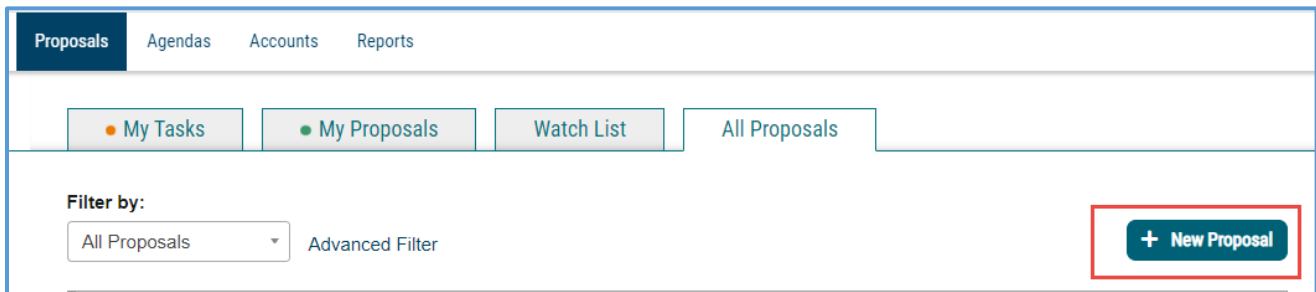
~populates with existing catalog-approved content.

~will reflect your exact changes, just like the Track Changes function in Word.

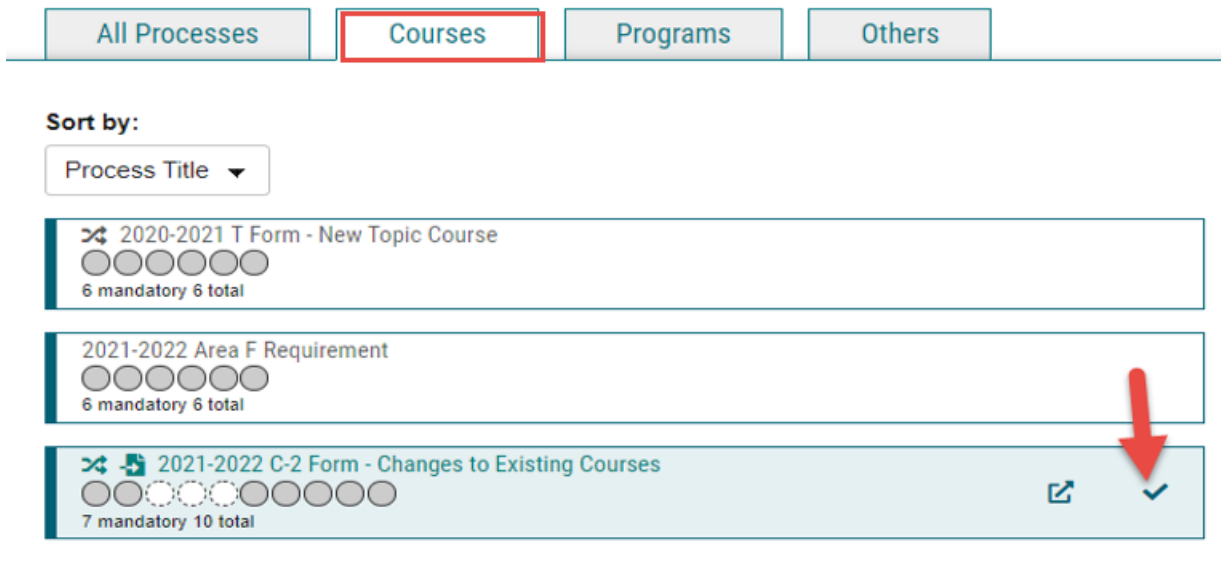
Step 1: Go to csusm.curriculog.com

Step 2: 'Login' (top right) will take you to CSUSM login. Enter your Campus ID and password.

Step 3: Click the **New Proposal** link to create a new proposal.



Step 4: Click on the checkmark on the right side of the C-2 form to open and Start Proposal:

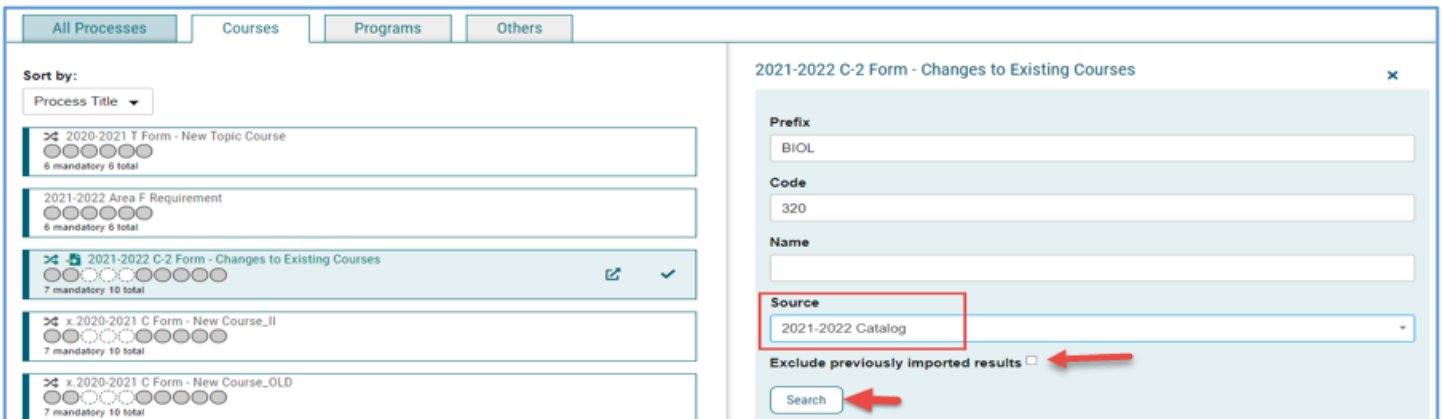


Step 5: You will see a flyout panel on the right. Fill in the information for the course you would like to change:

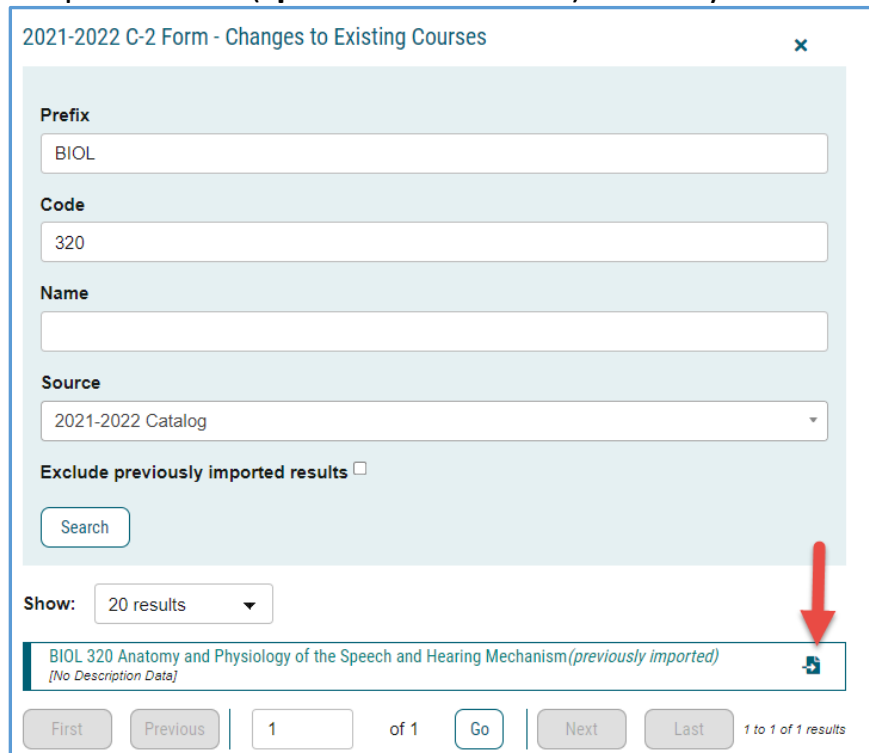
eg. **Subject Code (Prefix) and Number (Code)**. {NO NEED TO ENTER THE COURSE TITLE}

Source: This imports from the current online catalog. If you're making changes to a course that has been newly approved at Senate, and not yet published in the online catalog, please contact Academic Programs for assistance.

- Remove the checkmark from "Exclude previously imported results," if it is present.
- Then click on Search



Step 6: Click on the import button ("preview and build") next to your selected course:



It will return this “Import Data” window:

Don't be concerned by the red notification “No match was found” - some fields do not import data. Not all of the fields in the proposal have corresponding content in the catalog.

2021-2022 C-2 Form - Changes to Existing Courses x

Import Data into your Proposal

Field Name	Data Preview
Course Information: 1. Subject Code:	BIOL
Course Information: 2. Course / Catalog Number:	320
Course Information: 3. Course Title:	Anatomy and Physiology of the Speech and Hearing Mechanism
Course Information: 9. Fixed/ Variable Units	3
No match was found	
The following option could not be imported: 3	
Course Description, including Registration Conditions: 11. Catalog Course Description (80 words or fewer)	Explores the anatomy and physiology of speech and hearing including respiration, phonation, resonance, articulation and perception. An introduction to the central and peripheral nervous system is also provided.
Course Description, including Registration Conditions: 11.a. May not be taken for credit by	[no data]
Course Description, including Registration Conditions: Recommended Preparation:	[no data]
Repeat for Credit: 14. May the course be repeated for graduation credit?	[no data]
Repeat for Credit: ADMINISTRATIVE USE ONLY:	[no data]
Credit	
Cross-Listing: 16.a. If “Yes,” please identify any cross-listings by course subject code(s)/number(s):	BIOL 320 and SLP 320 are cross-listed. Students may not receive credit for both.
Cross-Listing: ADMINISTRATIVE USE ONLY: Cross-list	BIOL 320 and SLP 320 are cross-listed. Students may not receive credit for both.
Dual-Listing: ADMINISTRATIVE USE ONLY: Dual-list	[no data]
Classification (C/S No.) & Mode of Instruction: Primary Lecture Number of Credit Units	[no data]
Classification (C/S No.) & Mode of Instruction: ADMINISTRATIVE USE ONLY: Lecture	[no data]
Classification (C/S No.) & Mode of Instruction: ADMINISTRATIVE USE ONLY: Lab	[no data]
Service Learning / Typically Offered / Special Fees:	[no data]
20.a. ADMINISTRATIVE USE ONLY: Service Learning	[no data]

Build Proposal
Return to Search

Note: not every field will import data.

Step 7: Click on “Build Proposal”

07/06/21

Step 8: Scroll through the proposal form, making your changes as appropriate and completing all **BLANK** required fields. Required fields are indicated with an asterisk *

5. Department*
Select an option

5.a. Discipline:
Discipline: eg. "Spanish"; "Finance"; or "N/A" if doesn't apply

6. Is this a course for the College of Business Administration?*

No Yes

This is required because only CoBA has Undergraduate and Graduate Curriculum Committees.

If this is a CoBA course, please indicate level*

Undergraduate Graduate Not Applicable

Step 9: Be sure to indicate all the **types of changes** that you will be making, so that reviewers will know what to look for:

5. Department*
Anthropology x

5.a. Discipline:
N/A
Discipline: eg. "Spanish"; "Finance"; or "N/A" if doesn't apply

6. Is this a course for the College of Business Administration?*

No Yes

This is required because only CoBA has Undergraduate and Graduate Curriculum Committees.

If this is a CoBA course, please indicate level*

Undergraduate Graduate Not Applicable

This is required because only CoBA has Undergraduate and Graduate Curriculum Committees.

7. Type(s) of change. Please check ALL that apply:*

Course Subject Code Course Number Change Course Title Change
 Description Change Prerequisite - Add / Delete Corequisite - Add / Delete
 Unit Value Change Other Registration Change Cross-list: Add Cross-list: Remove
 Grading Method Change Mode of Instruction Change (C/S Number)
 Consent for Enrollment - Add / Delete Dual-Listed
 Consider for G.E. If yes, also fill out appropriate GE Area form.
 Consider for Diversity & Equity. If yes, also fill out appropriate form.

07/06/21

As you are filling out the BLANK fields, do not be concerned by red boxes. This means only that the content did not import. Simply fill in the information as requested:

9. Fixed/ Variable Units*

Fixed Variable

No match was found

The following option could not be imported: 3

Tips for MAKING CHANGES

*NOTE: When you click in a field to edit, it will become a 'rich text' field. After you make changes, you click on the "Save" button for that particular field:

11. Catalog Course Description (80 words or fewer)*

A general survey of cultural anthropology, which is one of the main branches of general Anthropology. Employs a global and holistic perspective to examine the economic, social, political, cultural, and ideological integration of society. The comparative, cross-cultural method distinctive to anthropology is used to explore the diverse ideas and behavior that characterize humanity and the human condition. Presents the fundamental questions that cultural anthropologists ask, the methods they use to answer these questions, and some of the uses of anthropological knowledge. Self-reflection and critical

Save Cancel

*NOTE: If you are changing the **Subject Code** and/or **Course Number**, do it like this:

Type in the **NEW Subject Code** and/or **NEW Course Number** into the "Course / Catalog Number" field, **in parentheses**. That way, both old and new code/no. will appear for searchability:

ANTH - 200 (GEOG 250) - TEST_Cultural Anthropology

2020-2021 C-2 Form - Changes to Existing Courses

Run Impact Report

Proposal Help

Instructions for ORIGINATORS

Course Information

COURSE INFORMATION (DO NOT manually enter - you must use Import function)

- IF YOU ARE CHANGING the COURSE NUMBER: See the [Course Numbering System](#) section in the Catalog. Contact [Academic Programs](#) for assistance in determining availability of course numbers.
- IF YOU ARE MAKING BULK CHANGES please refer to the [How to Submit changes to a Bulk of courses](#) Guide
- IF YOU ARE CROSS-LISTING COURSES please refer to the [How to Cross-List Courses](#) user guide.

1. Subject Code:*

Activity Log

Gayle Fealock

ANTH

2. Course / Catalog Number:*

200 (GEOG 250)

Course numbers may be recycled if they have not been used in the past 10 years for undergraduate courses; 15 years for graduate courses. A letter suffix may be used, but not "I" or "O." "L" is commonly used for labs, and "S" for courses taught in Spanish.

3. Course Title:*

Cultural TEST_Cultural Anthropology

User Tracking

User Tracking Help

Show current with markup

Showing All Edits by All Users

Comments

+ Add Comment

Curriculog

1/5/2021 1:00 pm

Gayle Fealock imported from the map 2020-2021 Catalog into the following proposal fields: Course Information: 1. Subject Code.; Course Information: 2. Course / Catalog Number.; Course Information: 3. Course Title.; Course Information: Number of Units.; Course Description, including Registration Conditions: 11. Catalog Course Description (80 words or fewer).

Discussion

Work Item Status

Signatures

Files

Decisions

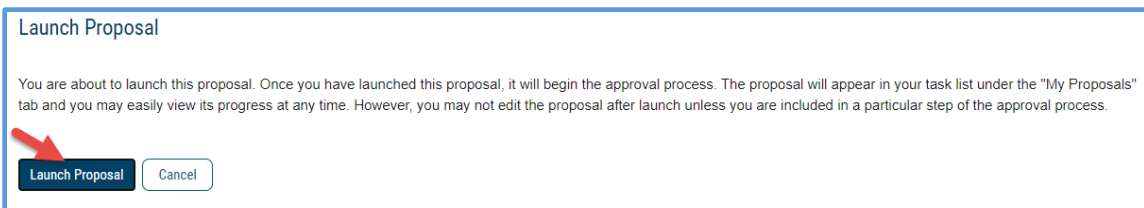
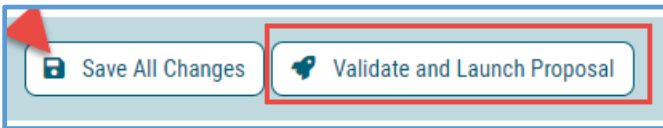
Custom Tools

Crosslistings

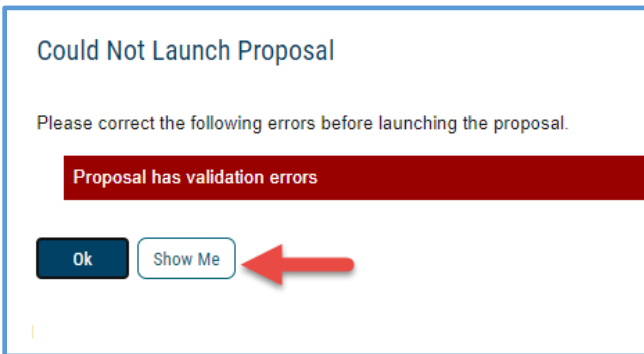
Proposal Linkage

Step 10: After you have completed all the fields, **LAUNCH** your proposal by clicking on the **“Validate and Launch Proposal”** button that is floating at the bottom of the form.

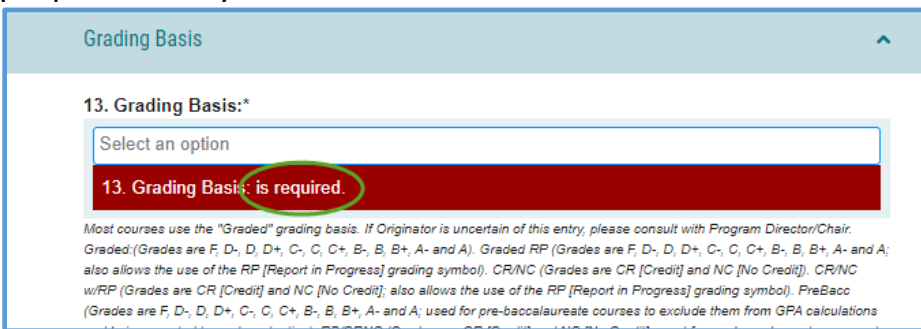
(**Don't worry** – launching the proposal doesn't move it to Dept. Chair step, even though that's what it sounds like!)



***NOTE:** If you get this message after you click on “Launch Proposal,” click on the “Show Me” button:

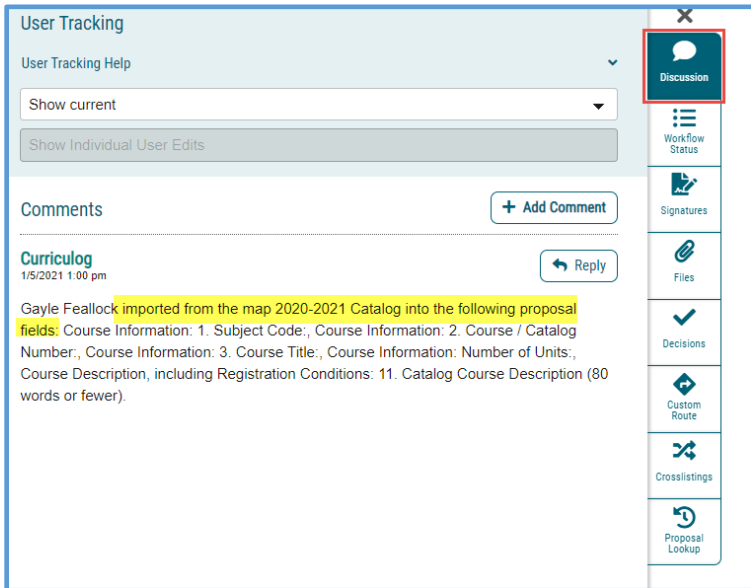


It will reveal all the required boxes that need to be completed. Simply scroll through your proposal until you've filled them all in.



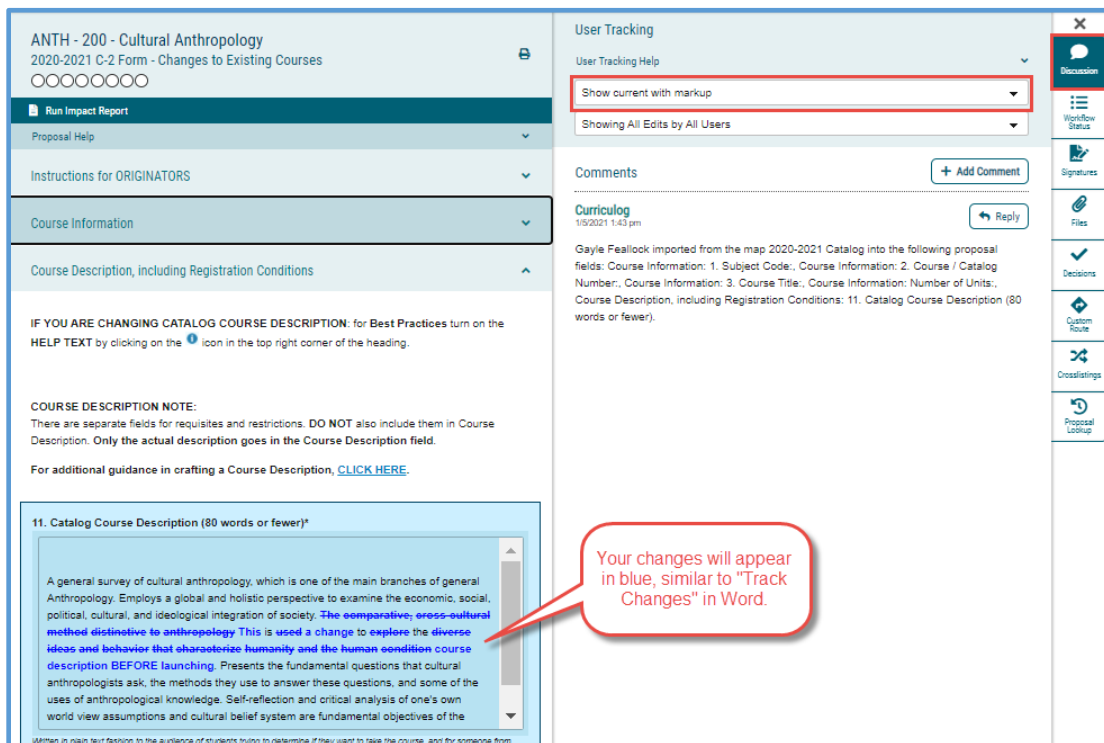
Then click on “Validate and Launch Proposal” button once again.

Step 11: AFTER you Launch, an expanded toolbar will be revealed on the right-hand panel, including a “Discussion” icon, which displays a list of all the content fields that were imported.



How to See Your Changes

On the top right-hand panel, if you select “**Show current with markup**” from the dropdown, you will see that the changes you made to existing imported content will appear in **blue**



07/06/21

***NOTE:** if you happen to make additional changes **AFTER** you launch the proposal, those changes will appear in **red**.

ANTH - 200 - Cultural Anthropology
2020-2021 C-2 Form - Changes to Existing Courses
○○○○○○○

Run Impact Report
Proposal Help
Instructions for ORIGINATORS
Course Information
Course Description, including Registration Conditions

IF YOU ARE CHANGING CATALOG COURSE DESCRIPTION: for Best Practices turn on the HELP TEXT by clicking on the icon in the top right corner of the heading.

COURSE DESCRIPTION NOTE:
There are separate fields for requisites and restrictions. DO NOT also include them in Course Description. Only the actual description goes in the Course Description field.
For additional guidance in crafting a Course Description, [CLICK HERE](#).

11. Catalog Course Description (80 words or fewer)*

A general survey of cultural anthropology, which is one of the main branches of general Anthropology. Employs a global and holistic perspective to examine the economic, social, political, cultural, and ideological integration of society. **The comparative, cross-cultural method distinctive to anthropology This is used a change to explore the diverse ideas and behavior that characterizes humanity and the human condition course description.** Presents the fundamental questions that cultural anthropologists ask, the methods they use to answer these questions, and some of the uses of anthropological knowledge. Self-reflection and critical analysis of one's own world view assumptions and cultural belief system are fundamental objectives of the course.

Written in plain text familiar to the audience of students trying to determine if they want to take the course, and for someone from outside the university who is trying to understand what the course covers. A post by JIM WARDEN, it is appropriate to use sentence.

User Tracking
User Tracking Help
Show current with markup
Showing All Edits by All Users

Comments
+ Add Comment
Reply

Curriculumlog
1/5/2021 1:00 pm
Gayle Feallock imported from the mao 2020-2021 Catalog into the following proposal fields: Course Information: 1. Subject Code:, Course Information: 2. Course / Catalog Number:, Course Information: 3. Course Title:, Course Information: Number of Units:, Course Description, including Registration Conditions: 11. Catalog Course Description (80 words or fewer):

Discussion
Workflow Status
Signatures
Files

So, as "Originator" you might have two colors assigned to you: **red** and **blue**

8. Reason(s) for changing this course:*

THIS IS A TEST FOR USER GUIDE. This sentence was entered BEFORE AFTER Launch.

Blue text was entered before launch.

Red text was entered after launch.

Step 12: After you have made all of your changes / edits, be sure to double-check your data, and upload any files, such as revised syllabus or marked-up program catalog copy if necessary. **You will NOT be able to make any changes after the final step.**

Upload File

File Choose File No file chosen

Upload

Attached Files

SYLLABUS.docx
uploaded by Gayle Feallock, 1/5/2021 2:04 pm

Show File Markup

Discussion
Workflow Status
Signatures
Files

Step 13: FINAL STEP: you must "Make Your Decision" to move your proposal forward.

After you "Make My Decision" you will see from the Workflow Status bar that your proposal has now moved along to the Department Chair step: