

Review a Curriculog Form Before You Begin

To review a form before you begin, click the “Preview Form” button next to the proposal type.

The screenshot shows a web interface with four tabs: "All Processes", "Courses", "Programs", and "Others". Below the tabs is a "Sort by:" dropdown menu set to "Process Title". A list of four proposal types is displayed, each with a progress indicator (a row of circles) and a "Preview Form" button. The first three entries are: "2024-2025 A Form - Program Abstract" (9 mandatory, 17 total), "2024-2025 C Form - New Course" (7 mandatory, 13 total), and "2024-2025 C-2 Form - Changes to Existing Courses_Import Required" (7 mandatory, 13 total). The fourth entry, "2024-2025 D Form - Course Deletion" (7 mandatory, 13 total), is highlighted in light blue. A red arrow points to the "Preview Form" button for this entry, which is also enclosed in a red box.

A pop-up window will appear with a preview of the entire form.

The screenshot shows a browser window titled "Curriculog Preview | Curriculog - Google Chrome" with the URL "csusm.curriculog.com/approvalProcess:372/preview?limit=0&printNow=0". The preview content is titled "2024-2025 D Form - Course Deletion Course" and includes "Instructions for ORIGINATORS". A red arrow points to the top right corner of the preview window. The instructions include a note: "NOTE: DO NOT USE this form if you wish to *Inactivate* a course. Deletion eliminates a course permanently. If you wish only to inactivate - with the possibility the course may be offered in the future - please contact Academic Programs." Below this is a section titled "**Read before you begin**" with three numbered steps: 1. **IMPORT CONTENT:** Click on **IMPORT** button to find and select your course. If you do not use the import function, **your proposal will be rejected.** Consult the "[How to Import](#)" guide. 2. **AFTER YOU IMPORT:** Complete all required fields, which are indicated with an * (You will not be able to Launch if required fields are empty.) 3. **LAUNCH your proposal:** click on floating "**Validate and Launch**" button. 4. **APPROVE:** You must "**Make Your Decision**" to move your proposal forward.