Create a Proposal to Add a PWL Course to UCC

1. Log in
2. Go to +New Proposal

3. Select the proposal “UCC Course Proposal for PWL”

4. Click the checkmark to the right to open the proposal.

5. In the proposal select Add or Remove from UCC

**Import the course**

1. Select from the top tool bar to import the existing course.

2. Select “Purdue: Curriculog_course”
3. Select drop down arrow on “Filter by Field”

4. Choose “Prefix”

5. Use an asterisk (*) for a wildcard search, i.e. COM*

6. Remove “long-title” as a sort option by clicking the “X” next to it under “Sort Results By” (this will allow the results to come in for the course prefix listed numerically)

7. Click “Search Available Curriculum”

8. Select the course you would like to import by clicking it.

9. Then click “Import This Item”

10. The course is now imported into the proposal and should appear at the top of the proposal. **Do not make changes to the imported fields.**

11. Proposed Effective Term
   - Select the term the course should be added to the UCC.
12. The Import populated the following fields:

   a. **Department** – The import populated this field to list all of the Department owners for the course from any campus offering the course.
      - Since this proposal is for PWL courses for UCC, the proposal will only route to the PWL Department Heads.

   b. **Subject Code**
   c. **Course Number**
   d. **Long Title**
   e. **Credit Hours**
   f. **Course Description**

   g. **State & University Core Outcomes** already used for the course will import also.

13. Is this a re-submission for this course to be approved?

   **Select between:**
   a. No
   b. Yes – At the request of UCC
   c. Yes – Previously Denied (submitting new information)
   d. Yes – Other reason (provide reason in text box below)
14. Is this course offered once every two years?

Select between:
- a. Yes
- b. No – provide more information (in the text box below)

15. Select the proposed Foundational Learning Outcome requested to ADD or REMOVE.

16. If you are wanting to ADD or REMOVE a Second Learning Outcome:
This requires a separate UCC proposal for each additional learning outcome.

Please indicate if this course will be proposed for a second learning outcome for the committee to be informed.
17. Pre-reqs and Co-reqs
Please provide the pre-reqs and co-reqs for this course (if applicable)

18. Provide Restriction information for this course (if applicable)

19. Attach Supporting documents – Syllabus is Required

If REMOVING a course from UCC, select “Removing from UCC, does not need attachment”

a. Select the ‘Files’ icon from the Proposal Toolbox (located on the top right hand page)

b. Next, select the ‘Browse’ button to locate the file on your computer to attach, and click ‘Open’
c. Once the file appears in the window, you can click ‘Upload’

d. The attached file will now be available within the Proposal for review.

20. Agreement - By submitting the proposal, you agree that you or your department will provide assessment material requested at regularly scheduled intervals.

   *If REMOVING from UCC, select “Removing from UCC” for this agreement.*

21. After the form is completed, go to the top of the proposal to click the area to launch icon. This will submit the proposal to the next approver.

22. A pop-up appears.

23. Click “Launch Proposal” for this to move to the next step in the approval process.