BASIC NAVIGATION

1. In the left-navigation bar, select the section option based on your desired action:

- **Proposals:** Locate or review existing proposals based on your role and permissions; determine proposal status.
- **Courses:** View current attributes of a course; start a proposal to change a course.
- **Programs:** View current attributes of a major, minor, cluster or certificate; start a proposal to change a program.
- **Emphases:** View current attributes of an emphasis or concentration; start a proposal to change a specialization.
- **Discussion Items:** Review or create a Program Review, Curriculum Policy or other curriculum-related discussion item.
- **Policies:** For SRR and Policy Stewards only; review and edit Catalog policies.
- **Proposal Groups:** Link related proposals for collective review; determine proposal status.
- **Agendas:** Create an agenda for council discussion by adding items from the approval workflow.
- **Reports:** Generate curriculum data reports.
1. To locate information, use the search engine under the correct tab in the navigation bar.

- To find a course, go to the “Courses” tab in the left-navigation bar. Type the desired course in the search engine.

- To find a program click on “Programs” in the left-navigation bar. Type the program number or name in the search engine.

**Note**: Emphases and concentrations are found under the “Emphases” tab NOT under “Programs”

- To make edits to or submit a proposal that has already been started, go to “Proposals” on the left-navigation menu and Search course or program code, or by title keyword.
2. Double-click on the search result you would like to view in detail.
   
   **Example:** By selecting ART300 below, that course’s form will display:

   ![Image of form](image)

   Each of the light gray bars on a form (ex: Course Request Details, Course Information, Credits and Hours above etc...) indicate the start of a “panel” on the respective form. You can scroll down each form to identify the different panels, or for quick access, simply click on the panel heading in the “Table of Contents” located on the right side of the form:

   **Note:** The Table of Contents and panels for each type of form (Course, Program, Emphasis, Discussion Item) vary based on the content and format of the respective form.