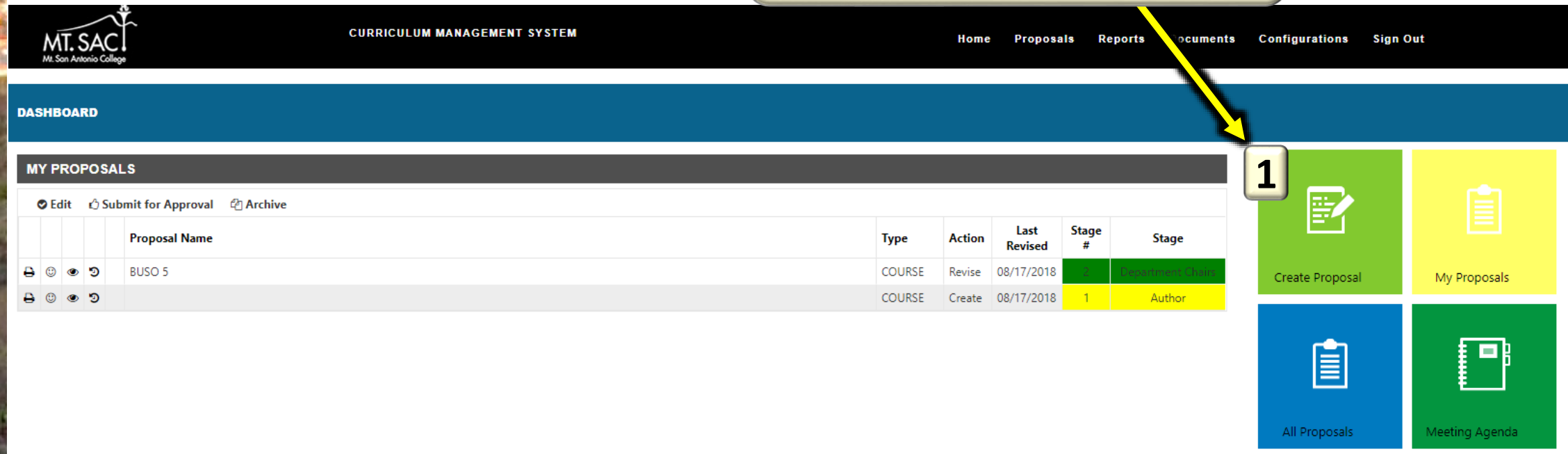
Creating Proposals – Credit Courses

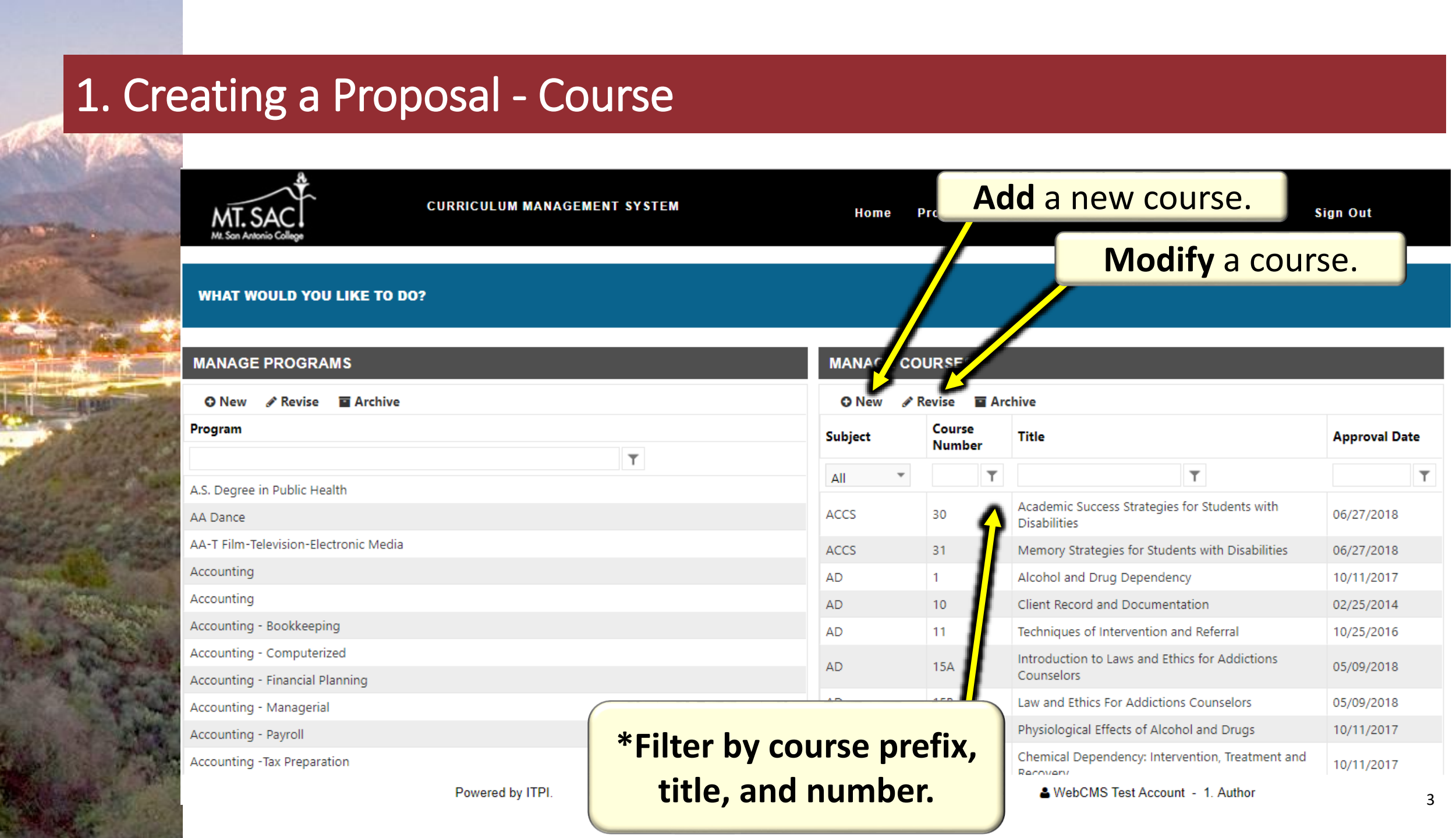
WebCMS 10.0

The Dashboard – 1. Create Proposal

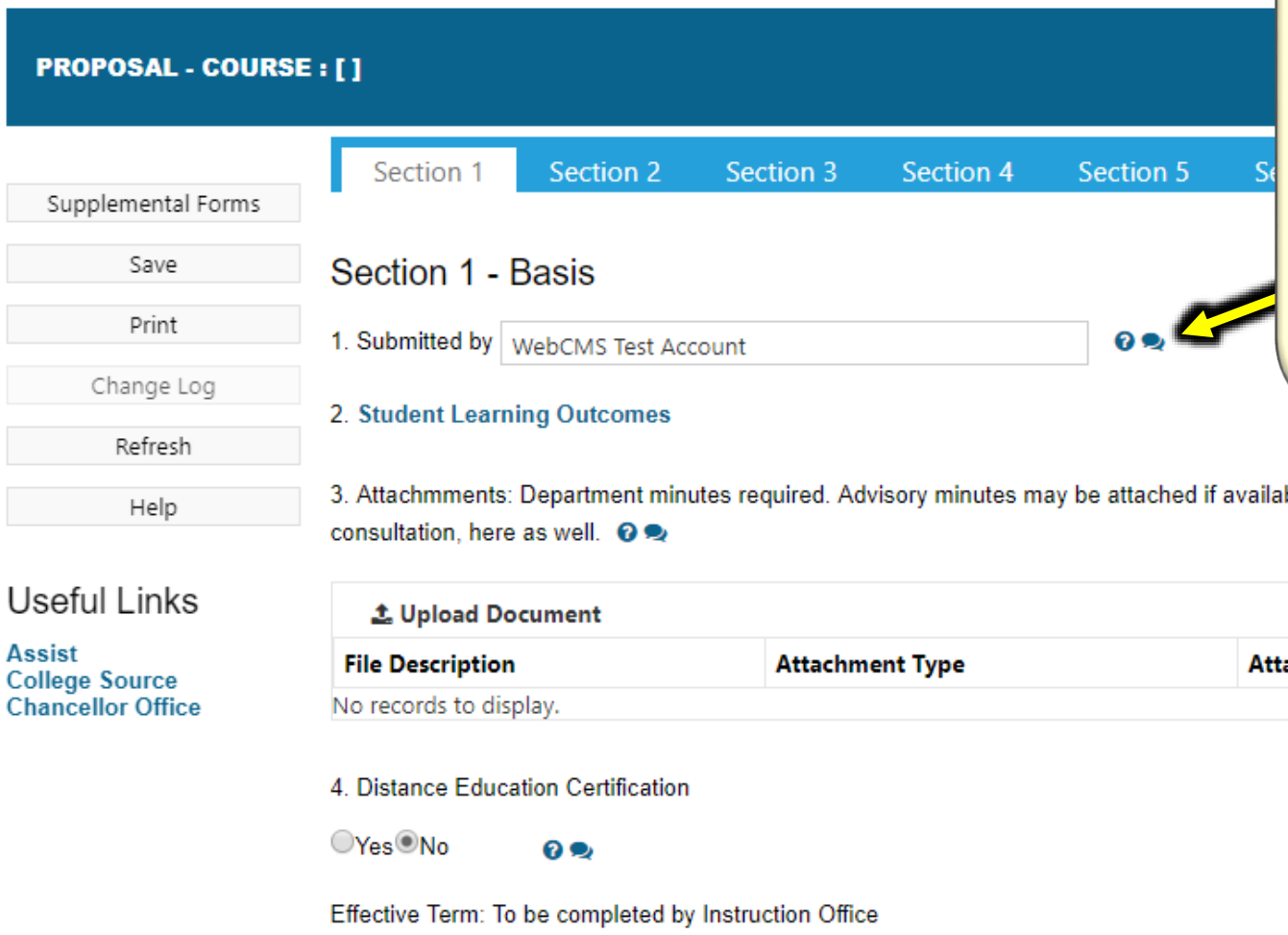
1. Create Proposal – create a new program or course.



1. Creating a Proposal - Course



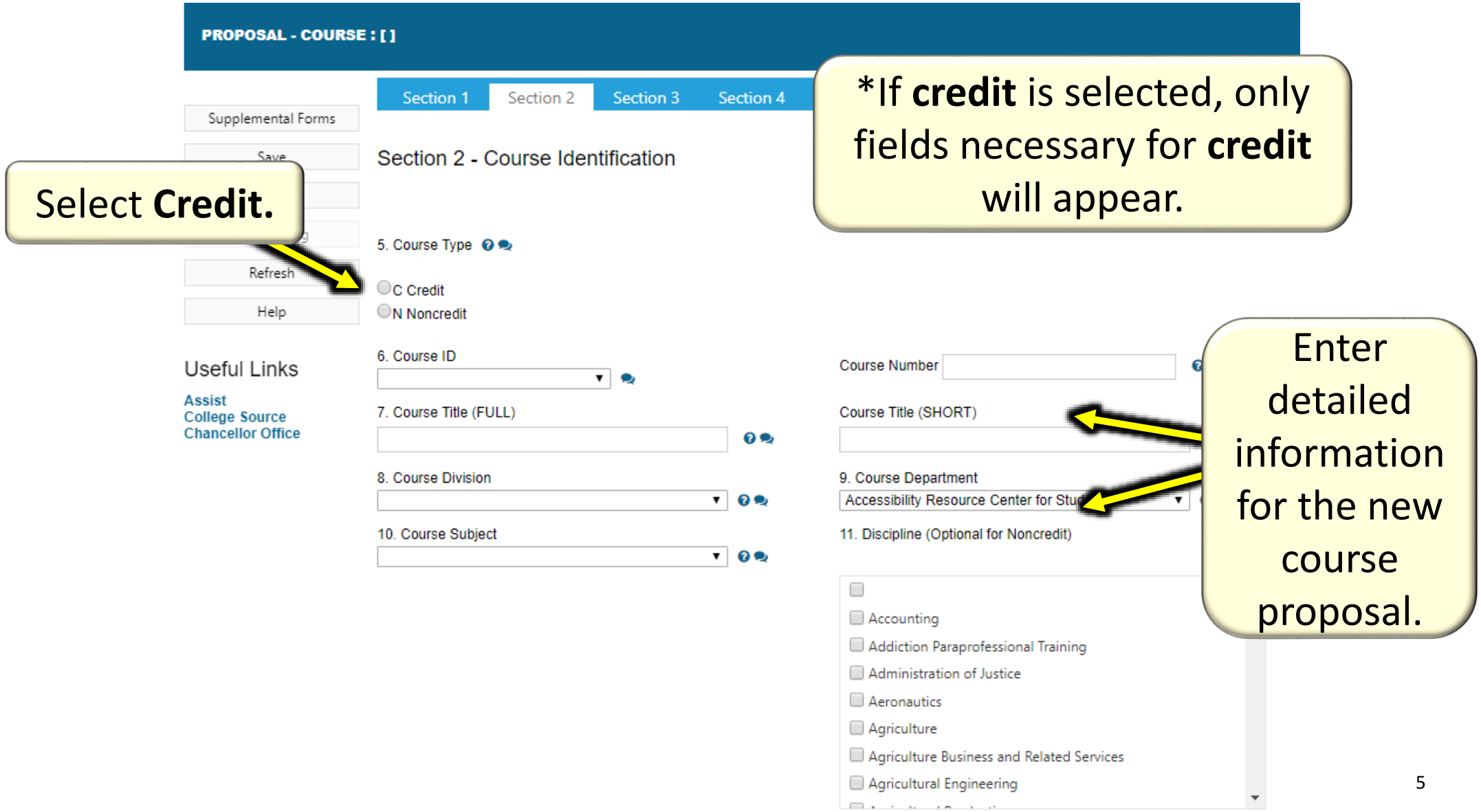
1. Create Proposal – Course (Section 1 - Basis)



*You will notice comment bubbles next to required fields. These bubbles will enable you view comments from Curriculum Office and will be highlighted when there is a comment available.

Enter detailed information for the new course proposal.

1. Create Proposal – Course (Section 2 – Course Identification)

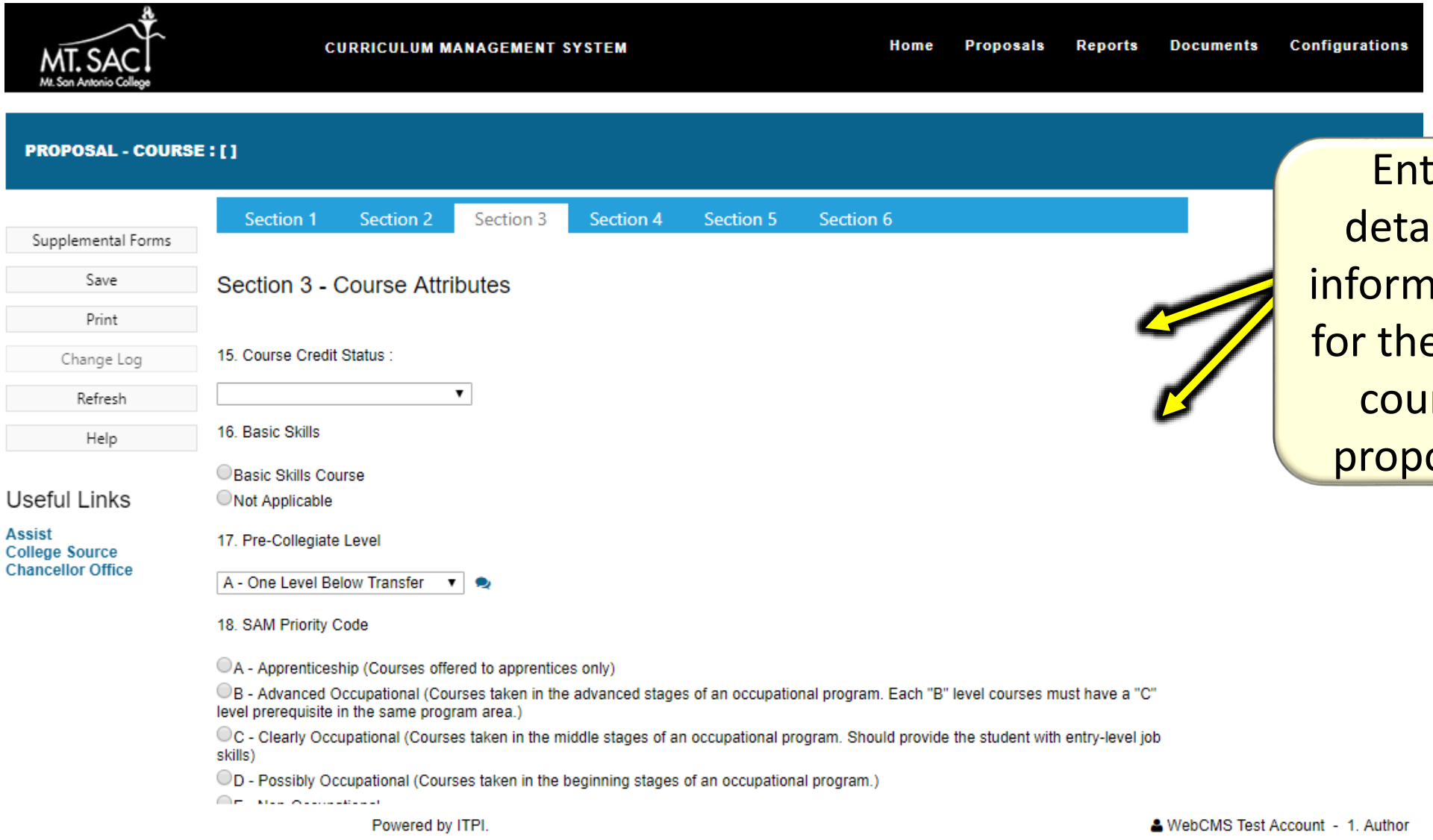


Select **Credit.**

*If **credit** is selected, only fields necessary for **credit** will appear.

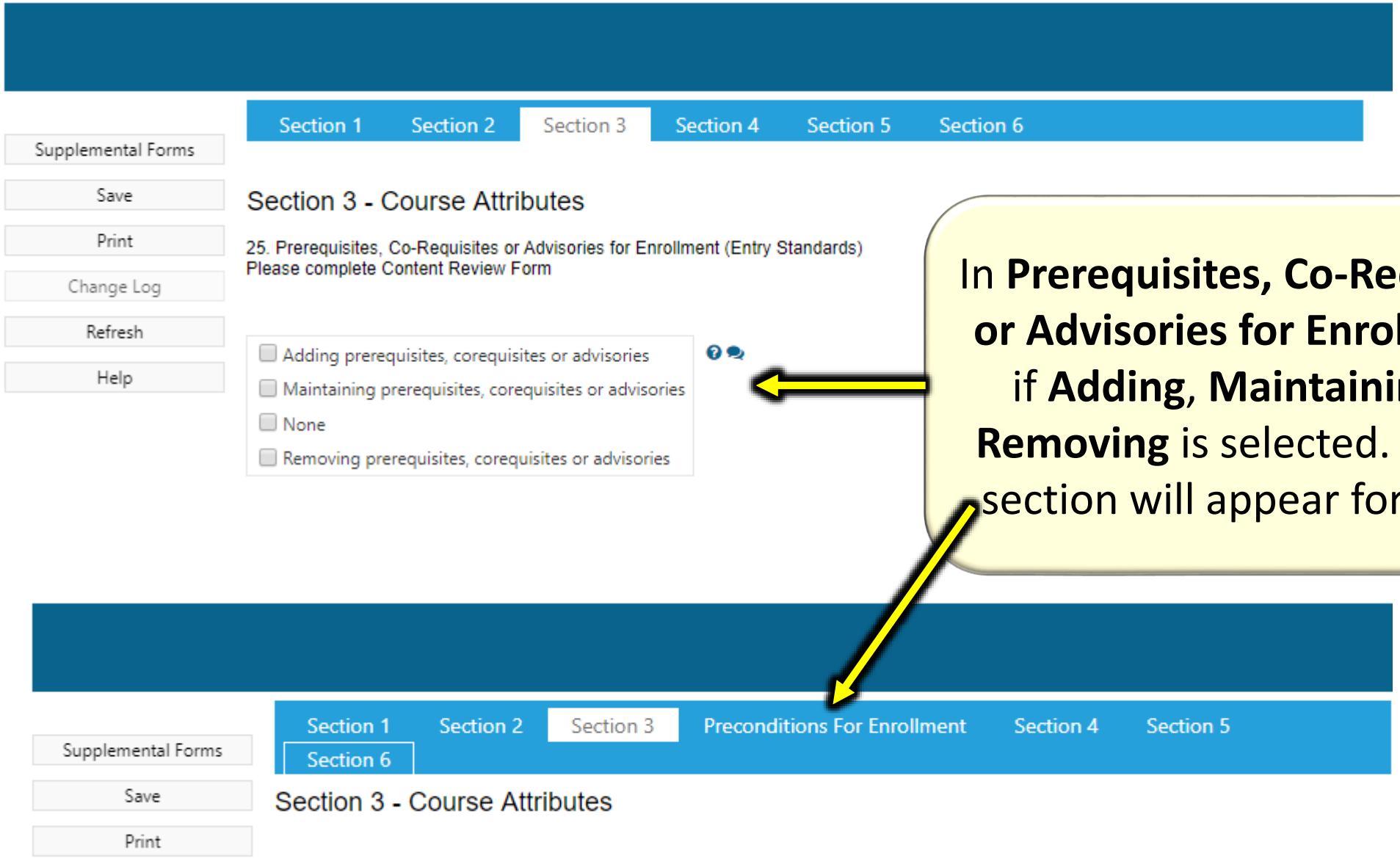
Enter detailed information for the new course proposal.

1. Create Proposal – Course (Section 3 – Course Attributes)



Enter detailed information for the new course proposal.

1. Create Proposal – Course (Section 3 – Preconditions for Enrollment)



In **Prerequisites, Co-Requisites or Advisories for Enrollment:** if **Adding**, **Maintaining** or **Removing** is selected. A new section will appear for entry.

1. Create Proposal – Course (Section 3 – Preconditions for Enrollment)

Example:

ENGL 68 Preparation for College Writing
4 Units (Not Degree Applicable)
(May be taken for option of letter grade or Pass/No Pass)
Lecture: 72
Prerequisite: ENGL 67 or AMLA 43W or satisfactory score on the English Placement Test
Development of the academic essay based on critical reading of texts. Reviews paragraph structure and introduces principles of documentation. Continues to develop critical thinking through reading of and writing about increasingly complex texts.

1. Simply filter or sort for Subject.

2.Drag and drop course into the right box.

Section 1 | Section 2 | Section 3 | Preconditions For Enrollment | Section 4 | Section 5 | Section 6

Show/Hide Course List

SEARCH COURSES

Subject	Course Number	Title	status
AMLA			
AMLA	90	Accelerated Developmental Writing for AMLA	Proposa
AMLA	90	Accelerated Developmental Writing for AMLA	Proposa
AMLA	90	Accelerated Developmental Writing for AMLA	Official
AMLA	80	Intermediate to Advanced Writing and Reading	Future
AMLA	70	Basic to Intermediate Writing and Reading	Future
AMLA	43W	American Language Advanced Writing	Proposa
AMLA	43W	American Language Advanced Writing	Official
AMLA	42W	American Language Intermediate Writing	Official

REQUISITES FOR :

Save | Cancel | Refresh

And/Or	Course	Type	Req. is Being
	ENGL - 67 - Writing Fundamentals	Prerequisite	Reviewed
Or	AMLA - 43W - American Language Advanced Writing	Prerequisite	Reviewed

1.

2.

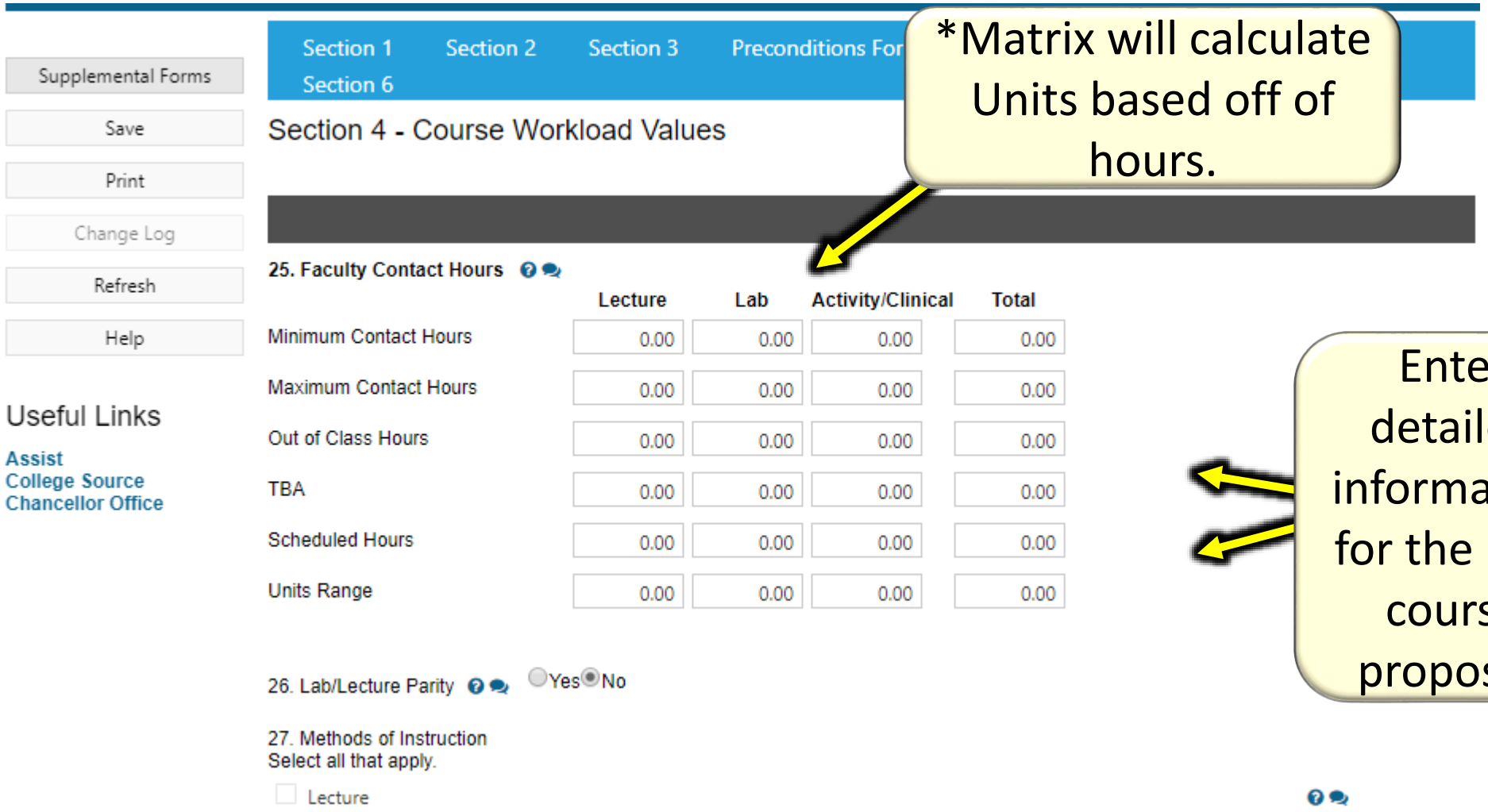
3.

4.

4. Make sure to Save.

3. Add And/ Or, Type and Requisite is being criteria.

1. Create Proposal – Course (Section 4 – Workload Values)



*Matrix will calculate Units based off of hours.

Enter detailed information for the new course proposal.

1. Create Proposal – Course (Section 5 – Credit Courses Certifications)

Section 1 | Section 2 | Section 3 | Preconditions For Enrollment | Section 4 | Section 5 | Section 6

CREDIT ONLY

Section 5 - Course Certifications

Supplemental Forms
Save
Print
Change Log
Refresh
Help

Useful Links

Assist
College Source
Chancellor Office

27. Course General Education Status
This element indicates whether a course fulfills general education requirements in the context of transfer, degree and certificate programs.

New CB 25, 26 and 27 selections available.

Coding: A

Meaning
Course meets any of the following :

CSU General Education Breadth Area A2 : Written Communication
CSU General Education Breadth Area A3 : Critical Thinking
UC IGETC Area 1A : English Composition
UC IGETC Area 1B : Critical Thinking-English Composition

OR

Course has a education certification or articulation agreement that ensures the course fulfills English composition at an accredited four-year institution

OR

Course fulfills local general education requirements for English Composition as outlined in Title 5 Section 55063

Coding: B

Meaning
Course meets any of the following :

CSU General Education Breadth Area B3 : Mathematics/Quantitative Reasoning
UC IGETC Area 2 : Mathematical Concepts and Quantitative Reasoning

OR

Course has a education certification or articulation agreement that ensures the course fulfills English composition at an accredited four-year institution

OR

Course fulfills local general education requirements for Analytical Thinking or Mathematical Competency as

Enter detailed information for the new course proposal.

1. Create Proposal – Course (Section 6 – Course Outline)

Supplemental Forms

Save

Print

Change Log

Refresh

Help

Useful Links

Assist
College Source
Chancellor Office

Section 1 | Section 2 | Section 3 | Preconditions For Enrollment | Section 4 | Section 5 | Section 6

Section 6 - Course Outline Information

33. Catalog Description

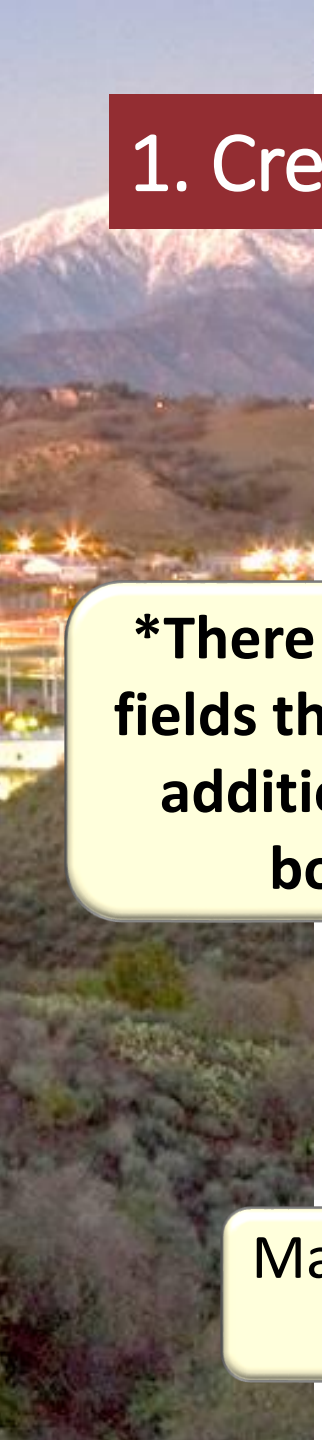
34. Schedule Description

Enter detailed information for the new course proposal.

1. Create Proposal – Course (Section 6 – Text Entry #1)

***There are fields that require for the author to "add" text.**

1. Create Proposal – Course (Section 6 – Text Entry #2)



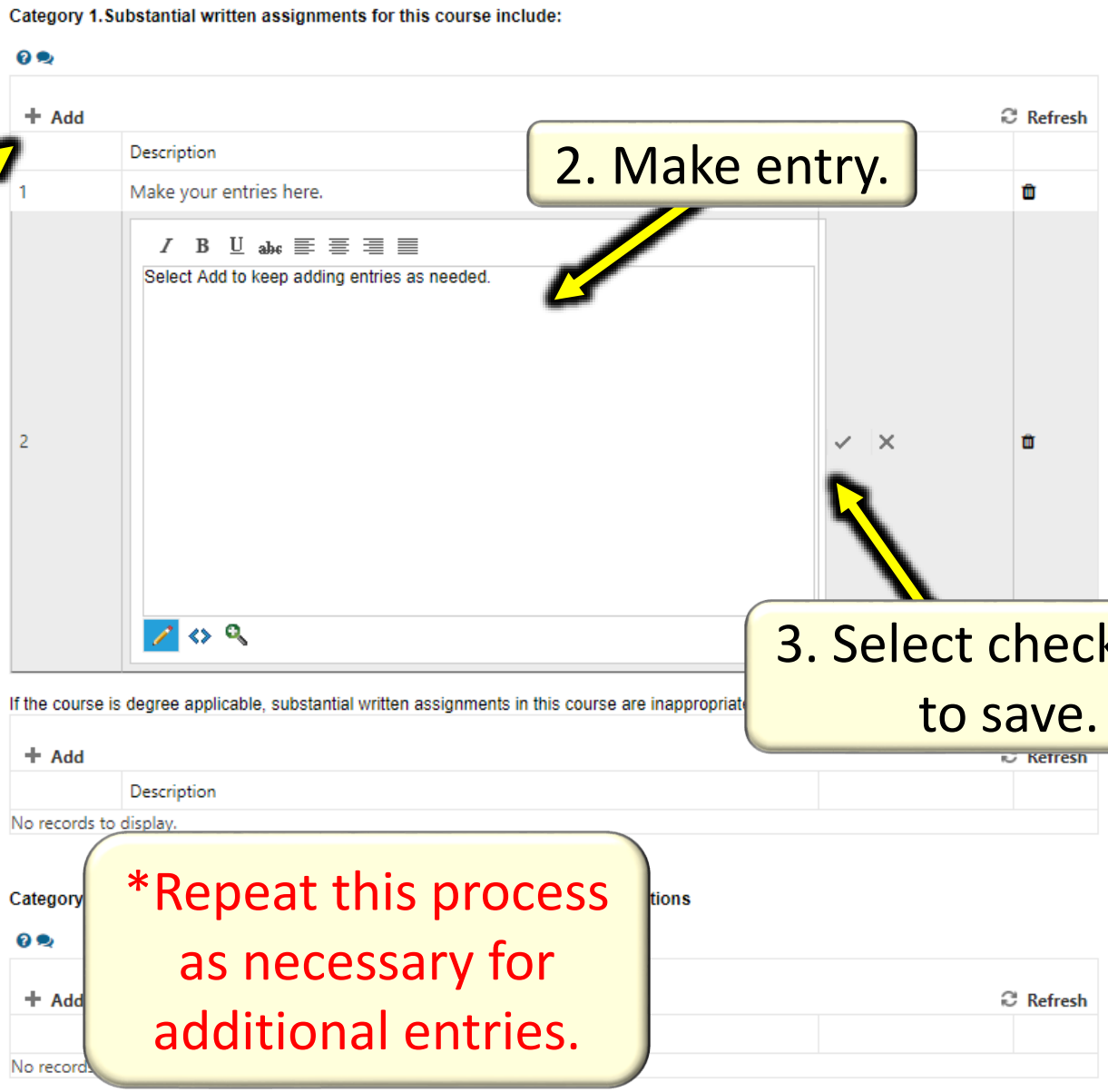
***There are other fields that contain additional text boxes.**

Make sure to **save!**

1. Select add.

2. Make entry.

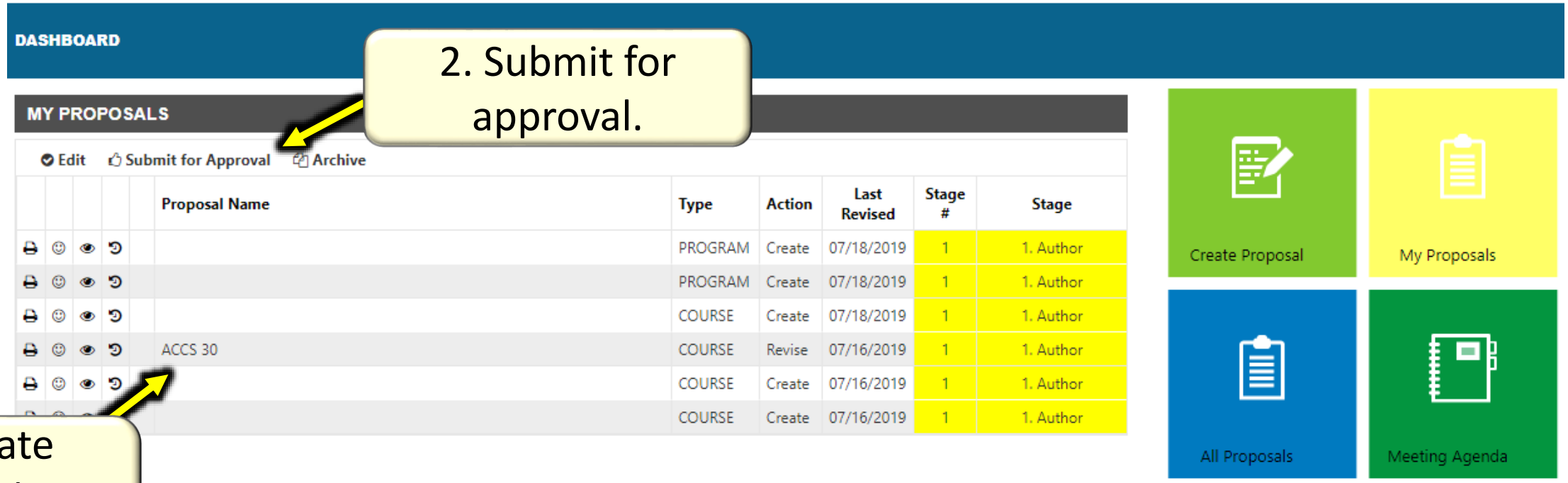
3. Select checkmark to save.



*Repeat this process as necessary for additional entries.

Submit for Approval

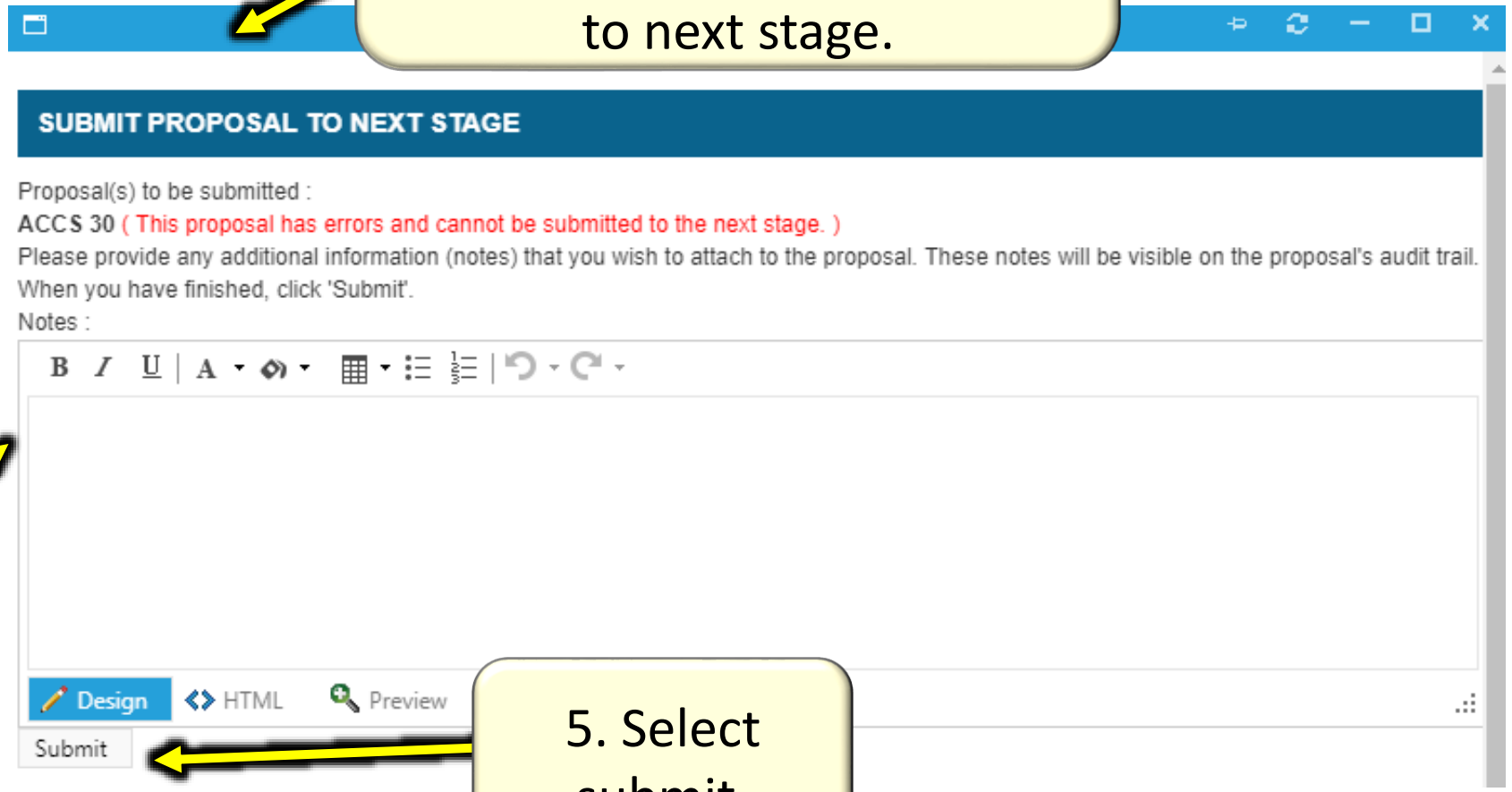
Submitting for Approval



1. Locate proposal on dashboard.

Submitting for Approval

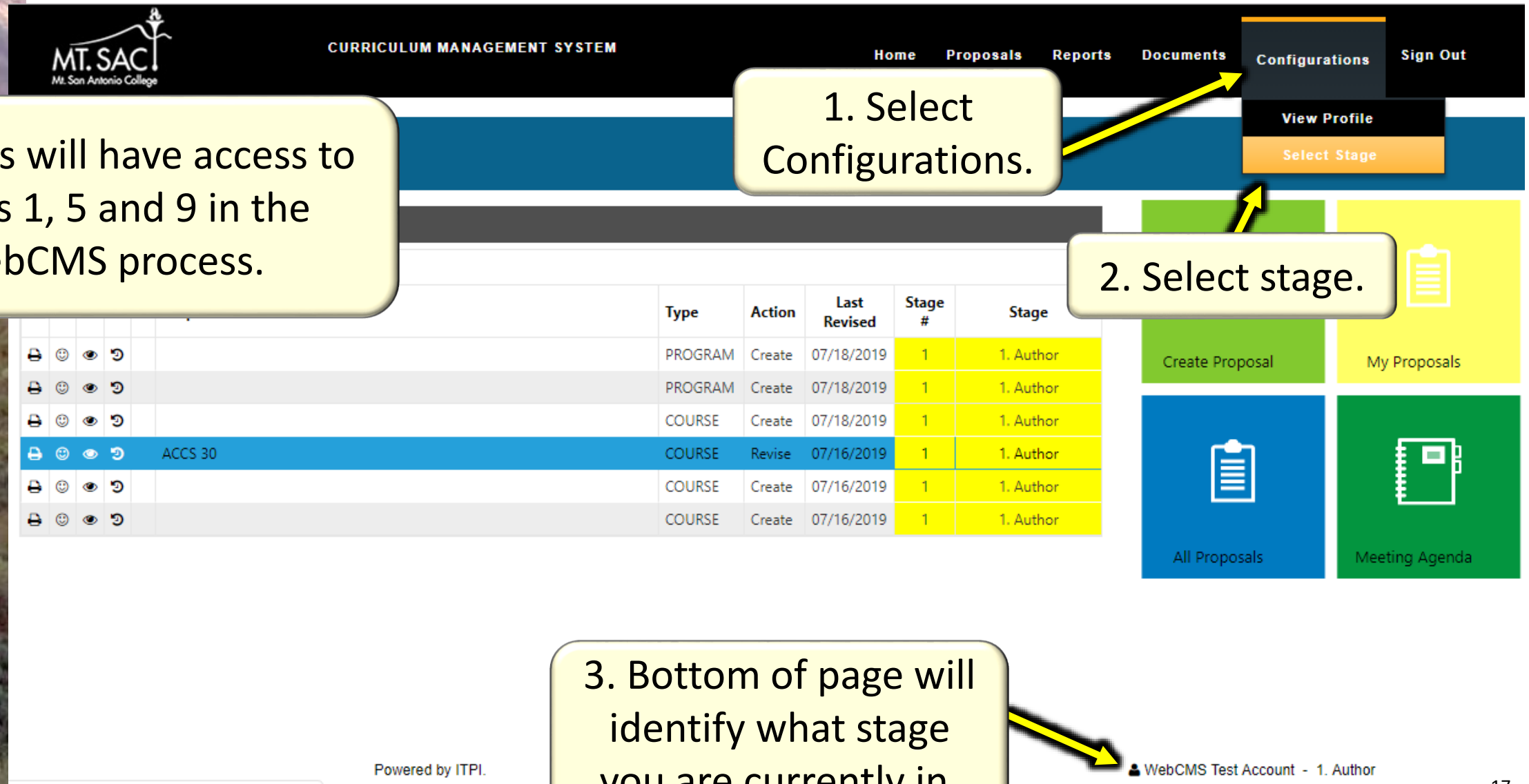
3. New Window will populate. If any issues are found, the proposal cannot be submitted to next stage.



4. Ability to add comments.

5. Select submit.

Select Stages - Author



*Authors will have access to Stages 1, 5 and 9 in the WebCMS process.

1. Select Configurations.

2. Select stage.

3. Bottom of page will identify what stage you are currently in.

Select Stages - Author

MT. SAC
Mt. San Antonio College

CURRICULUM MANAGEMENT SYSTEM

Configurations Sign Out

4. Select the checkmark to be able to work in that stage.

SELECT A STAGE

Stage	
1 - 1. Author	✔
5 - 5. Prescreening Comments to Author	✔
9 - 9. EDC Comments to Author	✔

You have selected 5. Prescreening Comments to Author as your current stage.

5. Bottom of page will update the new stage you selected.

WebCMS Test Account - 5. Prescreening Comments to Author