1. Scroll down to **TRACK**. Click on **My Approvals**

TRACK
My Proposals
My Approvals
All Proposals
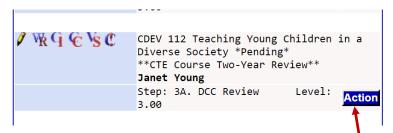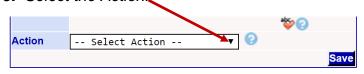Completed Proposals

2. Select your role from the drop down menu. In most cases, you will provide approvals as both the DCC Rep (your Division proposals) and CCC Rep (College-wide proposal). You will approve proposals for the Standard Review Subcommitee when it is your assigned time.

Approval Process
Select Role Division CCC Rep ▼
Next

Approval Process
Select Role College Curriculum Committee Member ▼
Next

Approval Process
Select Role Standard Review Subcommittee ▼
Next

4. Locate the course. Click on **CC** (Course Comparison) to view the changes. Click on WR to see the "clean" outline. Click on **C!** to see comments from other stakeholders.

✏ WR C! C C VS C   CDEV 112 Teaching Young Children in a
Diverse Society *Pending*
CTE Course Two-Year Review
Janet Young
Step: 3A. DCC Review   Level: **Action**
3.00

4. After you have reviewed the course click **Action.**

5. *Select the Action.*

Action   -- Select Action -- ▼
Save

Yea, with Comments means that you approve, but you have minor suggestions or comments.
Nay, with Comments means that you do not approve and you have comments.
Reviewed means you approve as is.

Need help?
Have a suggestion for improving this guide?
Contact Janet Young at jyoung@elcamino.edu