

# How Do I Start a Proposal for a New Course?

9.25.2020

(Clerical Support Only)

Go to [www.elcamino.edu/academics/ccs](http://www.elcamino.edu/academics/ccs) for updated User Guides

## Reminder: Faculty Should First Obtain Concept Approval

For new courses, faculty should complete the **New Course Worksheet** and review the **New Course Proposal Sample** at [www.elcamino.edu/academics/ccs/resources.aspx](http://www.elcamino.edu/academics/ccs/resources.aspx) to develop the basics of the course. Faculty should obtain the support of the Dean/Associate Dean and speak with Lavonné (Curriculum Advisor) and Lori Suekawa (Articulation Officer) prior to inputting the course into Curriculog.

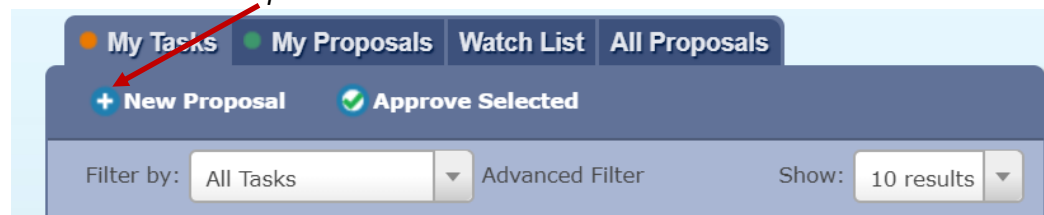
### 1. Log in: Go to: <https://elcamino.curriculog.com>

Click Log-In  (upper right corner)

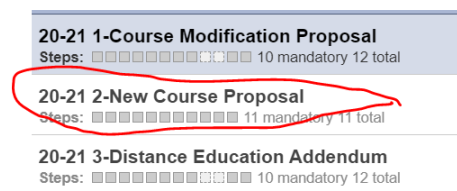
Use your complete ECC email and password

(Problems logging in? Contact Lavonné at [lpalum@elcamino.edu](mailto:lpalum@elcamino.edu))

### 2. Click on *New Proposal*




### 3. Click on New Course Proposal Form




### 3. Fill in the general course information

**4. LAUNCH AND APPROVE** the Proposal by completing Steps 2 – 5. All steps must be completed to allow faculty to edit the proposal and move it through the approval process.

**STEP 2:** Click  Save All Changes.

**STEP 3:** Launch proposal by clicking  in the top left corner of this page.

**STEP 4:** Click on the  at the top of the Proposal Toolbox to submit proposal for review.

**STEP 5:** When the "Your Decision" box appears, click Approve and "Make My Decision" to move the proposal forward in the process.

**NOTE: Once it is launched and the originator (you) approves it,** faculty can access it and work on it. Otherwise, only the originator (you) has access to it.