

# SUBMITTING A CAROLINA CORE COURSE PROPOSAL

## \*\*\* HELPFUL HINTS \*\*\*

### Getting Started

- ❖ Start early – you’ll need to allow at least 2 months after submission for your course to be fully approved.
- ❖ Communicate with your department/program chair ahead of time about your submission.
- ❖ Have your documents such as syllabus, reading lists, letters or emails of concurrence, etc. in electronic format (Word or plain text).
- ❖ Confirm cross-listings with relevant units, if appropriate.

### Logging In

- ❖ Link to the Proposal submission website: <http://www.sc.edu/programproposal>
- ❖ Login requires USC User ID and password
- ❖ USC User ID can be found at VIP under “Technology”, click on “ Network Access”, then on “Network User Name”

### First Screen: Proposal Management

- ❖ On your first login, this screen will only have a header toolbar, and nothing else.
- ❖ Click “Start New Proposal” to move to the next screen and begin entering information for your course.

Proposal Management Screen



Administration | Start New Proposal | Logout



- ❖ On all subsequent logins, the “Proposal Management” screen will show a list of “Proposals Created by Me”.
- ❖ You can delete your proposal by clicking the red X in the far right column.

## Proposals Created by Me

View All

Course	Curriculum	Term	Status	Manage
DANC 101 Proposed by: Kris College of Arts and Sciences	Course	Fall 2012	Working Last Updated: Oct 14, 2011 3:44 PM	 

### Navigating in the Proposal Information Screens

- ❖ Use the tabs across the top to navigate in either direction between proposal screens at any time.

Contact Information | Course Form | Cross-Listing | Pre-requisites | Co-requisites | Change Course | Carolina Core | Form Summary

- ❖ Always save each screen if you wish to preserve data entered.
- ❖ “Form Summary” gives you a full snapshot of all data you have entered for a proposal.
- ❖ Fields marked with a red asterisk are required; field instructions are in red font.
- ❖ Cross-listings of courses may only be submitted by the original proponent, and must be finalized at the beginning of the submission process.
- ❖ Electronic form is interactive – you will receive messages if the text you enter is invalid.
- ❖ If you attempt to submit the form with missing data, you will be prompted to complete the missing fields.
- ❖ Clicking on the pencil icon in the “Form Summary” page allows you to edit a section.

#### Cross-listings

No Cross-listings have been entered

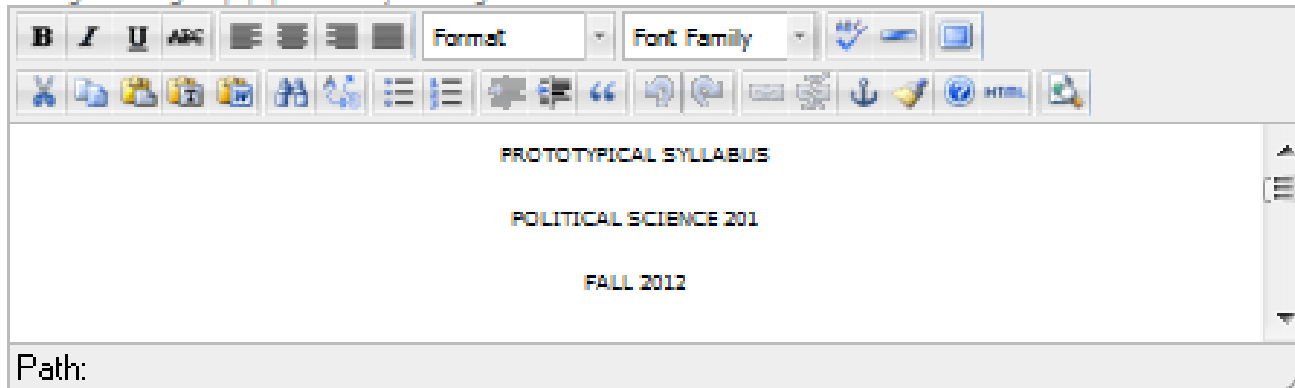
- ❖ At the bottom of the “Carolina Core” screen/tab is a “Comments” box for you to submit any thoughts or suggestions about the submission process.

### “Attachments”

- ❖ Support documentation is embedded within the electronic form, to streamline approvals by numerous committees and administrators.

- ❖ Documents should be in Word or plain text format; PDFs will NOT work.
- ❖ Cutting and pasting text from Word, Word table, Excel, and .gif image documents, and from emails, should work from any browser if you use “Cntrl-C” and “Cntrl-V”.
- ❖ All text boxes are editable using the standard Word toolbar provided. There are some editing limitations with the “Paste from Word” and “Paste as Plain Text” icons, which work when applied to text already entered in the box.

The ‘Paste’  button does not work in Firefox. If you use the ‘Paste from Word’  or ‘Paste as Plain Text’  button, you will lose your formatting. Please paste by right clicking and using the popup menu or by selecting Ctrl-V.



### Saving and Submitting



- ❖ To stop and return to your proposal later, you should always save your work with the “Save” or “Save and Continue” buttons at the bottom of each screen.
- ❖ Clicking “Save and Continue” preserves what you have entered, and moves you to the next screen.
- ❖ Clicking “Back to Proposal Management” from the “Form Summary” page returns you to the “Proposal Management” screen.

[Submit Proposal](#)

[Back to Proposal Management Screen](#)



- ❖ You may submit your proposal one of two ways: from “Form Summary” page, click “Submit Proposal” button at bottom of screen, or from “Proposal Management” screen click green arrow in far right column. *Please note that once you submit a proposal you won’t be able to make any changes, unless the proposal is subsequently rejected at any level beyond you in the approval chain.*

Course	Curriculum	Term	Status	Manage
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- ❖ Once you have submitted your proposal, the green arrow and red X on the “Proposal Management” screen are faded out, but the proposal summary is still viewable by clicking the red course number on the left side of the screen.

### Viewing Approval Status


- ❖ After you submit, your proposal will move automatically to the approval queue of the department/program chair; once they approve, it moves to the approval queue of the College representative.
- ❖ When your proposal reaches the College level, a read-only version will post to a designated committee review website accessible to APL’s, and to Carolina Core and University curriculum committee members. To view approval status, contact your APL to obtain the user name and password for logging in to the committee review site.
- ❖ Lists of approved and pending proposals, sortable by four-letter designator, by department/program, by college, and by committee, will be available at the committee review website.
- ❖ If your proposal sits longer than two weeks at any point in the approval process, you or the representative for your college (if the proposal has reached the college representative level in the approval chain) will receive an email prompt as to where it is being held up.

### Login Help

In order to login to the Electronic Course and Program Proposal, you will need to know your USC Network username and password. This is the username that was assigned to you when you registered on the USC network and is also referred to as your LDAP Userid and password.

**The password IS NOT your VIP Pin Number.**

If you are having a problem signing in and are not sure of your Username, please refer to the following steps:

1. Go to  and Login with your USC identification Number.
2. Select the Technology link on the left navigation bar.
3. Select Network Username. This will show you the USC Network Username you need to use for the Help System.