University of Southern California
Curriculum Management System

CMS User’s Manual

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USING CMS

Section One: Introduction
The Curriculum Management System (CMS) is a single, cohesive on-line interface that allows courses, programs, and minors to be proposed, created, assessed, revised, approved and implemented; or terminated

CMS strives to simplify and clarify the process of managing the thousands of courses and hundreds of programs that USC offers. It is virtually paperless and facilitates communication between the Curriculum Coordination Office and Academic Departments. Off-Campus Program proposals and Diversity Requirement 5-Year Reviews will continue to be processed via email until further notice.

CMS offers “one-stop shopping,” as it were… one place where everything can be done that needs to be, and where we all can communicate with each other about curriculum issues.

We hope that this documentation, along with the training offered through the Curriculum Coordination Office, will make navigating CMS an easy process for all users, and serve as a thorough reference tool for all who need it.
Section Two: Logging In

All important information on curriculum issues will be available to you on the Curriculum Office website, as always. All of the up-to-date procedures, as well as a link to CMS and documentation to help you use the system, can be found there. The Curriculum website is located at www.usc.edu/curriculum.

Gateway to CMS

To log directly into the Curriculum Management System, go to the CMS gateway page on the Curriculum website: www.usc.edu/curriculum-cms.

Click on the Log In button, and you will be brought to the USCnet Login.
Your UserID and password for CMS is the same as your username and password for all of your major USC systems, such as the My USC web portal. (For most people, this is the prefix for their USC e-mail address. For example, if your e-mail address is tommytro@usc.edu, your username would be “tommytro.”) Your password is the same as you use for your USC e-mail account; for the My USC web portal; or for logging into the ITS software page.

If you have forgotten your UserID and/or password or are unable to log in, call (213) 740-5555 to have your password reset.

**Who Can Log In to CMS?**

When you try to log in to CMS, one of two things will happen.

1. **Full CMS Access.** If you have requested access to CMS through the Curriculum Coordination Office and they have set you up with the appropriate roles, you will be able to log in with full CMS access, meaning that you will be able to use all functions appropriate to your role/s. If your access is not set up or needs to be corrected, contact the Curriculum Coordination Office at curriclm@usc.edu or (213) 740-1162.

2. **No Access.** If you have not requested (and not been granted) access to CMS through the Curriculum Coordination Office, you will not be able to use CMS. Contact the Curriculum Coordination Office at curriclm@usc.edu, or (213) 740-1162, if you wish to request CMS access.
Section Three: Your Personalized User Interface: Roles, Processes, Queries and Folders

Once you have logged into CMS, one of two things will happen. If you only have one role on CMS, you will immediately see your own personalized user interface. If you have more than one role on CMS, you will be asked to select which role you would like to “play” at that moment (for example, you may be both a Faculty Proposer and a Sub-Committee Member).

Once you are logged into CMS, what you see will reflect who you are and what your role is. If you are a Department Curriculum Coordinator (DCC) who initiates proposals for a particular department, you will be able to see the proposals that you have initiated. If you are a Department Chair, you will see the course and program proposals that have been routed to you for review and approval.

The Three Functions of CMS

At any given time, there are three functions that can be performed in CMS—“Initiate Process,” view “My Folders” (which may also allow editing a proposal, depending on where it is), and “Run Query.” DCCs and Faculty Proposers will be the only ones who have access to “Initiate Process,” because they are the ones responsible for creating proposals and revision requests, but all CMS users will be able to see “My Folders” and “Run Query.” The functions that you have access to are accessible at any time in your personalized user interface at the top of your CMS screen, which looks like this:

Welcome Tommy Trojan!
Your role is Department Curriculum Coordinator, Academic Units, Viterbi School of Engineering, Electrical Engineering-EE

Click here if this is not correct
**What can you do here?**

From the personalized user interface, you can do the following:

**Change your role**

By clicking on your name and role, listed on the top right hand corner of the screen, you can change your role (if you are a person who has more than one role). For example, if you are both a Faculty Proposer and a Sub-Committee Member, you can change between these two roles with the click of a button.

**Initiate Process**

If you click on “Initiate Process,” (if you are a DCC or Faculty Proposer, who have access to this function), you will see all of the processes that you are allowed, per your role, to initiate. For example, if we stick with Tommy Trojan, the DCC, you would see the following in this drop down menu.

![Initiate Process Menu](image1)

**View “My Folders”**

If you click on “My Folders,” you will be able to view each of your folders. For example, Tommy Trojan, the DCC, might see the following in this drop down menu:

![My Folders Menu](image2)

If Tommy Trojan is a Department Chair, s/he would see a different folder:

![Department Chair Folder](image3)

Click [here](#) if this is not correct.
Anything that is in your work folder is waiting for you to work on it—to add something to it, comment on it and/or to route it forward to its next step toward becoming a course, program, or minor.

**Run Query**
If you click on “Run Query,” you will be able to run a query, or search, to find any and all of the courses, programs, and minors that you are interested in and involved with, within your own school. For example, Tommy Trojan, the DCC, might run a query to search for all courses in progress for Engineering to see where each of them is in the review process.

**Log Out**
If you click on “Log Out,” you will be logged out of CMS. (You will also be logged out of CMS if you “Click here if this is not correct.”) You can log back in again at any time.
Section Four: How a Proposal Becomes a Course, Program, or Minor

How does a proposal become a course, program, or minor? Proposals are created by a Department Curriculum Coordinator (or Faculty Proposer), then approved by the Department Chair and Dean. After a proposal is approved by the School Dean, it is routed forward to the Curriculum Coordination Office—or CCO—where it will move through the rest of the consideration and approval process (including committees) until it finally becomes a course, program, or minor offered to our students here at USC. New program proposals (including Graduate Certificates) must first go to the Provost’s office.

Take a look at the diagram on the following page to see what we mean.
# How a Proposal Becomes a Course, Program, or Minor

<table>
<thead>
<tr>
<th>Faculty Proposer (FP) <em>(optional)</em></th>
<th>Departmental Curriculum Coordinator (DCC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td></td>
</tr>
<tr>
<td>Affected Department Deans</td>
<td>Dean</td>
</tr>
<tr>
<td></td>
<td>Provost (New Programs Only)</td>
</tr>
<tr>
<td>Curriculum Coordination Office (CCO)</td>
<td></td>
</tr>
<tr>
<td>Sub-Committee</td>
<td>UCOC</td>
</tr>
</tbody>
</table>

Approved courses are sent to the Student Information System (SIS), RNR.U.CATALOG.

Approved programs are assigned POST codes. Approved minors are assigned MINOR codes. Requirements for both programs and minors are coded into DARS (STARS) by Degree Progress.

Program, minor and course information is entered into the University Catalogue based on the University Committee on Curriculum (UCOC) minutes, CMS forms and other documents, such as catalogue copy.

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**Academic Department Roles and Functions on the CMS**

- **Faculty Proposer** – a faculty member who prepares proposals
- **Departmental Curriculum Coordinator (DCC)** – a staff member who prepares proposals
- **Department Chair** – Curriculum Chair for a Department
**THE ACADEMIC SIDE**

*Step One:* The Department Curriculum Coordinator (DCC) fills out the 301 form for courses, 201 form for programs, and 401 form for minors on CMS, then routes the proposed course, program, or minor to the Department Chair. (If there is a Faculty Proposer, s/he will fill out the 301, 201, or 401 form, and then forward it to the DCC, who will forward it to the Department Chair.) The DCC can also route the 301, 201, or 401 to Affected Deans.

*Step Two:* The Department Chair assesses the proposed course, program, or minor, then routes it back for revision or forward to the Dean if it is approved. The Department Chair can also route the 301, 201, or 401 to Affected Deans.

*Step Three:* The Dean assesses the proposed course, program, or minor, and then either routes it back for revision or approves it and routes it to the Curriculum Coordination Office (CCO) for Curriculum Committee consideration, (or, for new programs, to the Provost, who then routes it to the CCO). The Dean can also route the 301, 201, or 401 to Affected Deans.

**THE ADMINISTRATIVE SIDE**

*Step Four:* The Curriculum Coordination Office (CCO) reviews proposals for technical elements (i.e., do units and contact hours follow established guidelines; does the title on the syllabus match the title on CMS; does grading add up to 100%; are the requirements of a program clearly stated; do they abide to university standards, etc.). Proposals are returned to the department for further clarification, administratively approved, or forwarded to subcommittee review.

Members of the Curriculum Coordination Office (CCO) have up to 10 working days (M-F) to review proposals once they arrive in the CCO Review Folder of the Curriculum Management System (CMS). Proposals are reviewed on a first-come, first-serve basis.

Administrative actions are approved by CCO (refer to the Curriculum Handbook 2014-15). Once approved, course proposals are routed to the Student Information System (SIS); programs and minors are routed to their respective approved folders on CMS by CCO.

**NOTE:** With the 2014-15 academic year, proposals are no longer be held until the monthly UCOC meeting.

If a proposal requires subcommittee review (refer to the Curriculum Handbook 2014-15) and is technically accurate, the proposal will be forwarded to subcommittee review.

*Step Five:* Subcommittee chairs (and members) of the various subject areas review proposals for content. If questions/concerns arise, CCO coordinates a dialogue between the parties, and if necessary, schedules a subcommittee meeting, at times with a department representative invited.

The subcommittee chair (with, or without, additional member review) has up to 10 working days (M-F) to review, with additional time required if the subcommittee must meet.

Once the subcommittee chair approves, course proposals are routed to the Student Information System (SIS); programs and minors are routed to their respective approved folders on CMS by
CCO. (Proposals are no longer held until the monthly UCOC meeting.)

**NOTE:**
Online programs need WASC approval after subcommittee approval. Contact Robin Romans, rromans@Provost.usc.edu.

Robert Morley assigns POST and Minor Codes upon subcommittee, or WASC, approval. Contact Robert Morley, morley@usc.edu.

Once approved and assigned a POST or Minor Code, programs, minors and/or courses may be advertised for the posted term of implementation. Please coordinate announcements with your own department.

**Step Six:** Proposals that pose larger questions and require greater input as they deal with university policy and procedures in regard to curriculum are brought before the University Committee on Curriculum (UCOC). UCOC typically meets on the first Wednesday of every month between October and May.

**Step Nine:** Approved courses are sent to the “Sent to SIS” folder, where they are routed to SIS (RN.R.D.CATALOG). Approved programs are sent to the “Approved Programs” folder. New programs will have a POST assigned by the Associate Registrar and be added to the POST table. Online programs need WASC approval after subcommittee approval, before they are assigned a POST. (Contact Robin Romans, rromans@Provost.usc.edu.) Approved minors are sent to the “Approved Minors” folder. New minors will have a minor code assigned by the Associate Registrar and will be added to the Minors Table. Once proposals are in either of these folders, they are updated in the Catalogue and DARS (the STARS process) by Degree Progress. Once approved and assigned a POST or Minor Code, programs, minors and/or courses may be publicized for the posted term of implementation. Please coordinate announcements with your own department.
Section Five: Step-by-Step Instructions for Working with a Course Proposal
Department Curriculum Coordinators (DCCs) are usually the people who prepare course proposals for review. Faculty Proposers—faculty members who wish to prepare their own course proposals—can also request access to CMS.

A few things to remember before you begin:

1. Department Curriculum Coordinators (DCCs) (or Faculty Proposers) fill out the 301 form on CMS to create a course proposal. That proposal must be approved by the Department Chair, reviewed by any affected Deans and approved by your own school Dean for Curriculum. Then it can move on to the Curriculum Coordination Office, on its way to committees and approvals.

2. Before you begin a 301 form, be sure to have information for all required fields (which are asterisked) at hand—you will not be able to save or route the 301 form until you have filled out the required fields:
   - Proposed first term of implementation
   - Course ID
   - Course Title
   - Catalogue Description
   - Unit Value
   - Instruction Mode
   - Grading Option
   - Proposed Instructor(s)
   - Reason for Request
   - Submitting Unit Contacts (Staff ID, Faculty ID, Unit Chair/Director ID, Dean of School/Designee ID)
     - Note: These “IDs” are the USC e-mail addresses for these people.
   - Comments

3. Prerequisites and co-requisites should be input into the Additional Information field on the 301 form, as you wish them to display in the catalog. The CCO will translate the information into the Prerequisite or Co-requisite fields. You should not enter your information into these fields.

4. You can save a 301 form without routing it—just leave the routing options blank, and click the “Save/Route” button. If you want to route, just select a routing option before clicking the “Save/Route” button.

5. If you are having trouble saving or routing a course proposal, make sure that you have made a new comment. CMS requires you to comment before saving or routing.

6. Do not open more than one CMS window at a time—it can cause serious problems with the proper routing and processing of a course proposal.

7. There is online help within the CMS 301 form—just click on the “Help” buttons! Documentation is also available on the Curriculum website at www.usc.edu/curriculum-cms.

8. All the courses that you are working on (or are waiting for you to act on) can be found in your folders. You will need to check your folders regularly. Do not be the one who stops a course proposal’s progress toward approval!
9. If you hold multiple roles on CMS, you may have multiple folders—one (or more) for each role. Be sure to check all of your folders regularly.

10. If you are looking for a course proposal for your school that is not in your folder, you can use the “Run Query” function to locate which folder it currently resides in and track its progress.

11. Remember that CMS will time you out after 60 minutes if there has not been any activity. It is wise to input all mandatory fields, and save your work. Then you can go back and input other fields.

1. Creating a Course Proposal

To prepare a course proposal, you will need to follow these steps:

**Step 1. Log into CMS**

Go to CMS gateway page on the Curriculum website: www.usc.edu/curriculum-cms. Log in with your USC user name and password (Log-in instructions are in Section Two of this documentation.).

**Step 2. Select a Role**

DCCs (and Faculty Proposers, when applicable) will be the ones who create course proposals. If you have only one role on CMS, you will be taken immediately into CMS when you log in. If you have more than one role, you will need to click to select the appropriate one – such as DCC. You can think of it as, “I’m wearing my DCC hat right now and will be doing my DCC activities.” You can change your role (if you have more than one) at any time by clicking on your name and role in the top right hand corner of CMS interface.

**Step 3. Create a Course**

After you log in and select your role, you will be in CMS. From there, you can Initiate Processes to create, revise, drop, reinstate and clone course proposals—the five main functions of CMS. From there, you can also go to “My Folders” to see any proposals that are in your work folders, or run a query to track a course proposal, wherever it is in CMS.

To create a course, you will click on “Initiate Process,” then “01. Create Course.”
What you see is the 301 form. CMS will help you to make sure that what you enter is correct. For example, you cannot enter a proposed first term of implementation that is before the current term. Also, CMS will remind you of your word and character limits in fields like Course Title and Catalogue Description.

*Note:* As you are filling out the 301 form, remember that any field that is asterisked is required—you will not be able to save your proposal without inputting something in all required fields. Also, remember that CMS will time out if there has been no activity for more than sixty minutes. To avoid losing your work, be ready to fill out all asterisked fields first and save your work, then go back into the form (which will be in your folder) in “Edit” mode and continue your work.

**BASICS**

Proposed First Term of Implementation
Use the four-digit year followed by the term code: 1 for spring; 2 for summer and 3 for fall (for example, 20133 for the fall of 2013).

*Note:* Revisions are only effective in the fall term.
Course ID
Input the Course ID—capitalized prefix, hyphen, course number, and, if appropriate, letters representing sequential courses (for example, CHEM-453 or CHEM-794a). Suffix (L, x, g or m) will be supplied automatically, based on the information entered elsewhere on the form.

Course Title
Course Title is limited to 60 characters. Avoid specialized or “catchy” terms. Do not use trademarked names or terms.

Catalogue Description
Catalogue Description is limited to 25 words, written in telegraphic style (For example, do not say “This course will…”). Avoid specialized or “catchy” terms. Do not use trademarked names or terms.

UNITS

Unit Value
A course may be offered for a specific number of units (for example, 3), or for a range of units (for example, 2-4). Select all values that apply.

When revising a course proposal, remember to unselect any existing units if you are replacing one value with another (For example, if the unit value is currently set at “3” and the course is revised to “4,” you must manually unselect the unit value of “3.”).

One semester unit should represent three hours of work, in and out of class per week (42-45 hours of work over the semester). The number of units should match the number of 50-minute contact hours per week. In most courses, each contact hour involves a 50-minute lecture followed by or seminar with a faculty member. Alternatively, a discussion scheduled for one or two hours, or a laboratory scheduled for two, three or more hours, are normally credited as one contact hour and may be overseen by a teaching assistant.
For undergraduate courses, with unit values of 3, 2, or 1, the number of faculty contact hours should equal the number of units. A 4-unit course must have at least three contact hours with faculty (normally as a lecture or seminar). If a 4-unit course has only three contact hours, there should be extensive reading assignments, or more than the average out-of-class writing assignments, to justify the discrepancy. For more information on contact hour requirements visit the Contact Hour Reference on the Curriculum Coordination Office website at www.usc.edu/curriculum.

*Note: When courses are taught via mediated instruction or distance learning, the term “contact hours” takes on a different meaning.*

**Maximum Units**
Indicate the maximum number of units the course can be taken for, if it is repeatable (for example, 2, 4 or 8).

<table>
<thead>
<tr>
<th>Terms</th>
<th>Enter requested term, if designated in catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term(s) Offered</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>☐</td>
</tr>
<tr>
<td>Spring</td>
<td>☐</td>
</tr>
<tr>
<td>Summer</td>
<td>☐</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**TERMS**

**Term(s) Offered**
Optional (but desirable) identification of the term, or terms, in which the course will usually be offered.

*Note: When you are revising an existing course, the 301 form will not usually show the term (fall, spring or summer) information that is currently in the printed catalogue. The 301 form is filled in with information that is in the Student Information System (SIS), and SIS does not usually have that term information. However, providing the terms offered information will ensure that it appears in the printed catalogue in the future.*
PREPARATION, RELATION TO OTHER COURSES

Prerequisite For
This field displays the prerequisites for a course. It is auto-populated by the system and cannot be edited by the user. It defaults to what you see above: “Not a prerequisite for other courses.” If you believe this information is incorrect, address the discrepancy in the Additional Information field of the 301 form.

Prerequisite(s) as they should appear in the catalogue and Co-requisite(s) as they should appear in the catalogue

Per the note shown in the above screenshot, these fields are for administrative use only and should be left blank. If you wish to have a prerequisite(s) or co-requisite(s) added to the course, please list the courses by course ID in the Additional Information field on the 301 form.

Note: Only existing or proposed USC courses may be listed as a prerequisite or corequisite.

Recommended Preparation
Input desired (but not required) preparation, including skills for which no specific course is listed. Examples of what may be input into this field include “GSBA-506b,” “GSBA-524” or "Proficiency in Object-Oriented Programming."

Concurrent Enrollment

Input course(s) that must be taken at the same time as this course. Input concurrent Course ID (for example, BISC-212), then click “Add.” To delete a concurrent course that has been added,
click the red “X” that appears beside the listed Course ID. You can add more than one course, if needed.

**Note:** Do not type in the Concurrent Count box that appears beside the Concurrent Enrollment field.

**Duplicates Credit In**

List courses so similar to the designated course that credit in both will not be given. Input Course ID (for example, BISC-212), then click add.

This is generally used for two purposes:

1. When a course changes course prefix or number (for example, the prefix changes from CLAS-545 to GR-545); in such a case, a disclaimer is added to the course description in the catalogue for three academic years, indicating that the new version of the course duplicates credit in the former version (for example, "Duplicates credit in former CLAS-545").
2. When there are two versions of the same course, such as an honors or alternate version (for example, BUAD-305 displays: “Duplicates credit in BUAD-250ab, BUAD 280, BUAD 281”).

**Duplicates Credit in Former**

If you drop a course (for example, EDUC 595) and add another that takes its place (for example, EDUC 625a), then you need to put into the catalogue description of EDUC 625a, “Duplicates credit in the former EDUC 595.” You cannot put “Duplicates credit in the former” information into the “Duplicates credit” box on the 301 form—only “duplicates credit” information about existing courses.

**Cross-listed as**

Input cross-listed Course ID (for example, BISC-212), then click add. To delete a cross-listed course that has been added, click the red “X” that appears beside the listed Course ID. A course may be cross-listed in more than one department.

Cross-listing creates a prefix and course number in a different department which references to the original course. Purposes of cross-listing are to facilitate advisement of students in the non-home department of required or desirable courses and to advertise the existence of the course. The Catalogue and Schedule of Classes will direct students to enroll in the home department.
course (For example, if COLT-460 is a cross-listing of EALC-460, its description will read “Enroll in EALC-460.”).

The department which offers a course is said to be the “owning” or “home” department, but the other departments may permit their students to take the course for major or minor credit.

**Note:** To add a cross-listed distinction to an existing course, or to remove a cross-listing, the “owning” department must submit a 301 form to revise using CMS. The non-home department does not submit the form. Even though this is considered a revision, a cross-listing can be effective in the spring.

### INSTRUCTION MODE AND GRADING

Select the instruction mode and grading options for the course.

![Instruction Mode and Grading Form](image)

**Note:** If you are revising an existing course, note that the information that is already filled in on the form usually indicates that there are currently 0:0 hours of lecture, discussion, lab, and quiz, even if that is not the case. This is because the 301 form is populated with information in SIS, and the “hours” information has not usually been input into SIS. There is no place for you to indicate on the 301 form the actual current hours. You should just put the correct desired hours in each category, and make a statement under “Additional Information” that you either are or are not changing the hours for the course.

**Lecture**

Enter hours and minutes of lecture or seminar with faculty member in HH:MM format (for example, 02:20 would be input to represent two hours and 20 minutes). One hour is understood to mean 50 minutes of class time—for example, if this course will have a three hour lecture, input 03:00.

**Discussion**

Enter hours and minutes per week of discussion with TA, lecturer, or faculty member in HH:MM format. One hour is understood to mean 50 minutes of discussion time—for example, if this course will have a 50 minute discussion section, input 01:00.
Laboratory
Enter hours for hands-on labs in HH:MM format (commonly scheduled in two, three or four hour blocks of time). One hour is understood to mean 50 minutes of lab time—for example, if this course will have a 2 hour and 50 minute lab section, input 03:00. If the lab is required, select the “Check box if a scheduled lab is required” box. This will cause the course to have an “L” suffix.

Quiz
Enter quiz hours in HH:MM format.

*Note: May meet irregularly.*

Distance Learning
Distance Learning courses are presented in a modality in which students and instructors are not in the same place at the same time. Connectivity between students and the instructor, whether synchronous or asynchronous, is provided by some ancillary means such as post, e-mail, telephone, video or audio conference, satellite or broadcast television, the internet, or other computer technologies.

Other
Nature and extent of the student contact in less typical formats, such as practicum, individual instruction, graduate seminar, etc.

Grading Option

Input the desired grading option:

- **Letter**: Courses are assumed to be letter-graded (A, A-… F), unless another grading option is specified in the course description. Undergraduate letter-graded courses, with some restrictions, may be taken on a Pass/No Pass basis at the student's option.

- **CR/NC**: Credit/No Credit grades are usually used a) for courses that do not carry degree credit, such as ones numbered: 0xx; b) for graduate research, thesis, and dissertation courses; c) certain other courses such as internships, practicum, group projects, such as design studies, and varsity athletics.

- **Numeric**: Used only in LAW courses.

- **In-Progress**: Courses with the grading option of In-Progress (IP) require more than one registration. Students receive a mark of IP in the course until completion of their last
registration in the course, at which point they receive a grade, either a letter or CR/NC. Please specify the final grade type for IP courses.

GENERAL EDUCATION AND DIVERSITY

General Education Category:
The General Education Committee, not the Curriculum Office, is solely responsible for identifying existing and proposed courses that will satisfy general education credit. New courses and existing courses which are significantly revised in content and/or which require course number, title, or catalogue description changes must also be submitted to UCOC (University Committee on Curriculum). The review processes of UCOC and the GE Committee are independent of one another and so may take place simultaneously. By selecting a GE category, the CCO assumes the department will also submit this course to the GE Committee for review.

Note: Simply checking the box on the form for General Education does not initiate General Education Committee review.
REGISTRATION RESTRICTIONS

By Major
Registration restrictions by Major defaults to No Major Restrictions.

If only certain majors are allowed to register for this course, select “Open only to:” and then click where it says “Click here to select major.” Select the majors that are allowed to register for this class from the Major List, then click “Okay” at the bottom when you are finished. The majors you have selected will be displayed in the box. (If you have selected majors in error, return to the major list and un-select the majors you do not want, then click “Okay.”)

If certain majors are not allowed to register for this course, select "Not open to." Click where it says “Click here to select major.” Select the majors that are not allowed to register for this class from the Major List, then click “Okay” at the bottom when you are finished. The majors you have selected will be displayed in the box. (If you have selected majors in error, return to the major list and un-select the majors you do not want, then click “Okay.”)

Note: If you change your mind and do not want to have any restrictions, you must not only remove the restrictions you checked, but also check “No major restriction.”

Note: The registration system cannot impose registration restrictions for minors.

By Class Standing
Registration restrictions by Class Standing defaults to “No Class Standing Restrictions.”

If only students with a certain class level are allowed to register for this course (seniors, for example), select “Open only to:” and then click where it says “Click here to select class levels.” Select the class levels that are allowed to register for this class from the Class Level List, then click “Okay” at the bottom when you are finished. The class levels you have selected will be displayed in the box.

If certain class levels are not allowed to register for this course (freshmen, for example), select "Not Open To." Click where it says “Click here to select class levels.” Select the class levels that are not allowed to register for this class from the Class Level List, then click “Okay” at the bottom when you are finished. The majors you have selected will display in the box.
Note: If you have selected class levels in error, return to the class level list and un-select the class levels you do not want, then click “Okay.”

By School
Unfortunately, the school-wide registration restriction that applies to all majors of a school is not functional at this time. We are working to correct this. In the meantime, please enter registration restrictions for all the majors in the school.

Note: Regarding registration restrictions, the department offering a course may waive the registration restriction for individual students; such students will be able to earn credit for the course.

CREDIT RESTRICTIONS

Not for Major Credit
If there are “Not for Major Credit” restrictions, check the box. Checking the box indicates the course will not be available for major credit for the majors selected. Click on the “Click Here to Select Major(s)” button and select the majors for which the course is not available for major credit toward that major from the list. For example, if it is not available for major credit for biology majors, select “Biology.” Scroll to the bottom of the list and click “Okay.”

Note: SIS cannot be used to indicate credit restrictions for minors.

Not for Degree Credit
If there are “Not for Degree Credit” restrictions, check the box. Checking the box indicates that no units will be earned for the degrees selected. Click on the “Click Here to Select Major(s)” button and select any majors for which credit is not available for degree credit. For example, if it is not available for degree credit to chemistry majors, select “Chemistry.” If the course is not available for degree credit to any student (for example, “00x” courses), select “ALL MAJORS.” Scroll to the bottom of the list and click “Okay.”

Not for Grad Credit
If this course will not be available for graduate credit (ex: all 490 courses and some others), check the box. If the limitation is only for certain majors, then select those majors from the major list.

Note: Regarding credit restrictions, if a course has a credit restriction, an “x” suffix will be added automatically to the course (ex: BME-490x, not available for graduate credit). Students are able to register for courses for which they will not earn credit.
DEGREES
Degrees, Certificates or Minors for which course is required or an option

Click Here to Select Degree(s), if any
If the course will be required, or will be specifically listed in the catalogue as one of the options, for any degrees, please select those degrees.

If a course is being added to degree requirements or to a list of options, the department must file a 201 form to indicate the change in degree requirements or options.

Please clarify any potential ambiguities in the “Additional Information” box.

Click Here to Select Minor(s), if any
If the course will be required, or will be specifically listed in the catalogue as one of the options, for any minors, please select those minors from the list. This includes courses listed as one of a number of courses which could be taken to fulfill a category or area.

If a course is being added to minor requirements, catalogue copy must be provided for the revised minor, with appropriate signatures. If significant changes are being made to the minor, a 401 form is also needed. (Once minors are in CMS, a 401 form will be needed for any change to minor requirements.)

Please clarify any potential ambiguities in the “Additional Information” box.

INSTRUCTOR(S)
Proposed Instructors
Indicate the specific faculty member(s) who will teach this course. The instructor must be a faculty member. If s/he is not a full-time faculty member (for example, an adjunct), explain in the box below why it is appropriate for a non-full-time faculty member to teach the course.

REQUEST

Reason for Request
Provide the academic rationale for this request, including student need, target audience, reorganization of a degree program, etc. A clear and specific explanation is required. (Do not just provide a flat statement of intention such as “Adding new course to electives list.” Instead, describe why the course is being added to the electives list, such as the hiring of a new faculty member who specializes in this subject.)

Additional Information
Include any additional information here which would help the curriculum committee members understand and review the request.

AFFECTED DEPARTMENTS

Click Here to Select Affected Department(s), if any
The submitting unit should identify other schools that are or may be affected by the requested change(s). For example, would students in another school be interested in taking this course? May cross-listing be appropriate? Would faculty in other schools be useful contacts?

The curriculum subcommittee should be able to determine whether the proposing unit has taken advantage of appropriate opportunities for interdepartmental cooperation, and whether course
redundancy has been avoided. This review is intended to ensure that departments affected by a curriculum action have been consulted by the department/school submitting the course request.

When you select an affected department from the list, the DCC, Department Chair and Dean will have the option to route the course proposal to the Dean of the affected department for review and comments.

**Note:** You should not select any departments in your own school when inputting Affected Departments—only departments in other schools. The proposal will always go to the dean of your own school, who can tell from the list of degrees and minors that use the course which departments in your own school should have been consulted.

---

**SUBMITTING UNIT CONTACTS**

Submitting Unit Contacts
All four fields must be populated. Input the person’s USC e-mail address (including “@usc.edu”) or 10-digit USC ID number. Their contact information will be propagated automatically.

**Note:** For security purposes, if you input a contact’s 10-digit USC ID number, it will pull up their contact information, but the ID will not continue to display in the 301 form.

If there is an identifier such as “cinema” or “college” or “marshall” in the person’s e-mail address (for example, trojan@college.usc.edu), that must be included. You will receive an error message if you input the e-mail incorrectly. Please refer to the online USC Faculty/Staff Directory if needed.

- Staff ID: Submitting DCC
- Faculty ID: Submitting Faculty Member and/or Faculty Proposer
- Unit Chair/Director ID: Department Chair for Curriculum for submitting department
- Dean of School/Designee ID: Designated Dean for School Curriculum
**DOCUMENTS**

Documents

All documents related to a course proposal, including the mandatory syllabus, can be attached to the proposal here.

To attach a document, such as a syllabus, follow these steps:

1. **Click Browse**, and find the document on your computer or shared server.
2. **Upload** the document.
3. **Select** document type (usually syllabus).
4. **Attach** the document. When attached, the title and document will be displayed, preceded by an “x.” To delete the document, click on the “x.”

Documents such as syllabi can be attached here in the following formats:

<table>
<thead>
<tr>
<th><strong>Common document types:</strong></th>
<th><strong>Can be opened using:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>.xls, .xlsx</td>
<td>MS Excel 2000 and later</td>
</tr>
<tr>
<td>.doc, .docx, .rtf</td>
<td>MS Word 2000 and later</td>
</tr>
<tr>
<td>.pdf</td>
<td>Adobe Acrobat or Adobe Reader</td>
</tr>
<tr>
<td>.txt</td>
<td>WordPad or Notepad (depending on format)</td>
</tr>
<tr>
<td>.jpeg, .gif</td>
<td>Windows Picture and Fax Viewer</td>
</tr>
</tbody>
</table>

**Notes:**

- No syllabus is required when dropping a course, or for removing a cross-listing from a course.
- Those wishing to review the syllabus after a course has been approved may do so by pulling up the course as if you were going to revise it (ie, using Process “02. Revise Course”). The syllabus will be attached to the form.
REVIEW COMMENTS

Every time that you want to save changes to a course proposal, or route it forward, you must input comments in the “New Comment” box. You cannot save or route without commenting.

All comments you make will be saved, so make sure you are comfortable with what you say being viewed by others who will be seeing your course proposal. You cannot go back later and edit your comments.

Comment History
Comments that have been made—by you or by others—will display here. To reduce the space taken up by the comments made as the course is routed through the approval process, all but the most recent comment will be collapsed, or hidden, when you view the 301 form. To view the hidden comments, click on the triangle icon beside the name of the person who commented, and the comments will display.

New Comment
When a course proposal is created, changed or routed, comments MUST be input in the “New Comment” box. They will display, and be viewable to all future persons accessing the proposal, in the “Comment History” box—including the date and time when the comment was added, commenter, role, department and folder. Comments that have been saved previously are not editable.

Appropriate comments might include, “Created course per faculty member Tommy Trojan’s request” or “Corrected syllabus added to course proposal” or “Routing to affected dean for review and comment” or “School of Music approves this course, and hopes to collaborate on this or similar courses in the future.”
Routing Action
If you just want to save the course proposal, do not check the routing buttons. Just click the “Save/Route” button, and the proposal will remain in your folder.

When you have completed and saved your 301 form, bring it up in “Review” format to be sure it looks how you want it to before sending it on. If you need to make changes, you can bring it up in “Edit” format and change whatever you would like. If you do not need to make changes, you can click “Cancel” and will not need to make a comment.

When you are ready to route the proposal, select ONE place that you wish to route the proposal to. (Proposals can only be routed to one place at a time.) When you click the Save/Route button, the proposal will be both saved and routed to the folder of the person you have selected.

*Note: If you want to share a 301 form with someone not set up in CMS for early review, you can “save” the form (including comments) as an .mht or .pdf file and attach it (along with the syllabus, if relevant) to an e-mail to that person outside of CMS. Comments provided by that person may be incorporated by individuals who are set up in CMS, such as the faculty proposer or DCC.*

After routing a course proposal forward, you will no longer see it in your folder. It will now be in the folder of the person you sent it to. To see where it is in the approval process and who has it now, you can run a query.
2. Revising a Course

If you are ready to revise an existing course proposal, click Initiate Process, then “02. Revise Course.” The preceding screen will appear. If you put in your course prefix (only), you will be able to see a list of all courses with that prefix.

To select one of the existing courses, just click on the little pencil-and-paper icon to the left.

*Note: Ignore the courses with the letter “o,” such as 200o—these represent courses taken overseas.*
The 301 form will open, and you will be able to make your changes. Remember that you will need to comment, to save and to route your revised course proposal when you’re done making changes.

If you are revising, reinstating, cloning or dropping a course, the “Degrees” window with a list of degrees or minors will come up which use the course, either as required or as on a list of options. You will also see any courses that use this course as a prerequisite. Use this information to determine if there are any departments outside your school which might be affected by changes in the course, and select them as “Affected Departments.” The proposal must be routed to the deans of those schools.

If you are changing the list of courses in the catalog copy (adding or removing a course) or changing the units in one of the courses on the list (via course revision), a #201 form is required. The only time you do not have to submit a #201 form is if you are only changing the title (assuming the title appears in the list). If you are revising a course which is required or on a list of electives in an existing program or certificate in a way that will affect that program (changing unit value, for example), the department must submit (or coordinate with an affected department, if applicable, to submit) #201 forms for all affected programs/certificates.

Note: Current lecture and lab hours are displayed as “0.0” and current semesters are not displayed. You should fill this in, and comment if you are changing it. The information pulled from SIS regarding Terms Offered may be incorrect because it has not been updated over the years and does not impact any SIS features. Ignore it and enter any information you wish to have displayed in the catalogue.
Pre- and Co-requisites
If you need to make changes to pre- or co-requisite requirements for a course, just make corrections in the boxes, deleting what you do not want and adding what you do want. When you save your work and look at the “review” form, the current pre/co-requisites will appear on the left side of the form and the new ones will appear on the right, as you have input them. If you wish to retain the current pre/co-requisites, do not change anything—the previous requirements will continue to display.

<table>
<thead>
<tr>
<th>Revisions</th>
<th>Current</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Hours</td>
<td>00:00</td>
<td>04:00</td>
</tr>
<tr>
<td>Prerequisite(s)</td>
<td></td>
<td>ENGR-501</td>
</tr>
</tbody>
</table>
3: Dropping a Course

If you wish to drop a course, the process is very similar to when you revise a course. Click Initiate Process, then “03. Drop Course.” The following screen will appear:

If you put in your course prefix (only), you will be able to see a list of all courses with that prefix. Select the one you wish to drop, then save/route it appropriately.

The 301 form lists any courses for which this course is a prerequisite. Review this list to see if there are any schools or departments that need to be notified that you are dropping the course (and also to remember if any of your courses will lose their prerequisite). If you are dropping a course which is used in a program which is in the process of being created in CMS, you will be informed of that fact. If a course that is being dropped is used by other courses as a prerequisite, co-requisite, concurrent registration, or is referred to as “duplicates credit in,” the department must file a 301 form to remove the reference to the course that is being dropped.

As for revising a course, review the list of degrees or minors (if any) that use the course to determine if there are any departments outside your school that will be affected if you drop the course.

If the termination of the course will change the list of courses in the catalog copy or change the units of a program or certificate, the department must submit (or coordinate with an affected department, if applicable, to submit) #201 forms for all affected programs/certificates.
Be sure to route the proposal to potentially affected units.

4: Reinstating a Course

If you wish to reinstate a course, Click Initiate Process, then “04. Reinstate Course.” The following screen will appear:

If you put in your course prefix (only), you will be able to see a list of all courses with that prefix. Select the one you wish to reinstate, then save/route it appropriately.

Only courses dropped since 20023 will be displayed. If you wish to reinstate a course dropped earlier than 20023, contact the Curriculum Coordination Office for assistance.

Note: CMS currently treats reinstatements like a “create” rather than like a “revise,” so any revisions are not shown as “revisions” on the “review” form. If you wish to make revisions as well as reinstate an existing course, please save the current version of the reinstated course—before you revise it—as a .pdf or .mht document and attach it as a Miscellaneous Document so we can see what changes you made. In addition, please describe the changes you are making in “Reason for Request.”
5: Cloning a Course

This process is most typically used to make a course into an ‘ab’ course. If you wish to clone a course, the process is very similar to when you revise a course. Click Initiate Process, then “05. Clone Course.” The following screen will appear:

![Clone Course Screen](image)

If you put in your course prefix (only), you will be able to see a list of all courses with that prefix. Select the one you wish to clone, then save/route it appropriately.
Section Six: Step-by-Step Instructions for Working with Program and Minor Proposals

Department Curriculum Coordinators (DCCs) are usually the people who prepare program and minor proposals for review. Faculty Proposers—faculty members who wish to prepare their own proposals—can also request access to CMS.

Things to know before you begin:

1. Department Curriculum Coordinators (DCCs) (or Faculty Proposers) fill out the 201 or 401 form on CMS to create a program or minor proposal. That proposal must be approved by the Department Chair, reviewed by any affected Deans and approved by your own school Dean for Curriculum. Then it can move on to the Curriculum Coordination Office, on its way to committee review. As always, new program proposals must be sent to the Provost first; new minor proposals do not require review by the Provost.

2. However, before completing a 201 or 401 form in CMS, catalogue copy and other documents such as sample student schedules must be prepared as Word documents, ready to attach. In addition, for new programs and minors, catalogue copy must be prepared to be put in the catalogue; for revised programs and minors, current catalogue copy must be provided and changes indicated using the tracking tool; and for terminated programs or minors, as for new and revised programs and minors, all of the places that the program or minor is referred to in the catalogue must be indicated.

3. If there are any actions involving courses (new, revised, reinstated, or dropped) as part of the Program or minor proposal, the 301 forms for these actions should be created before the 201 or 401 form is created—even if only in the DCC folder. For new programs and minors, departments will list the courses they want to include on the 201 or 401 form. For revised programs and minors, CMS will list on the 201 or 401 form the courses currently stored in DARS—whether as core requirements, or as courses on a list from which students must choose. Then users may remove courses from the list and/or add more courses.

   Note: The courses which DARS includes for each program or minor may vary somewhat from what is listed in the catalogue. For details, see section 6.2.

4. CMS will display the most current information about the course (for example, title, units, prerequisites, etc.). It will first look for the course in CMS. If a 301 form has been created for the course, it will display the requested information; this does not imply that the requested changes will be approved, but it shows the user any request for changes or new courses a department is creating. If the course listed is not in process in CMS, the information currently available in the Student Information System (SIS), RNR.D.CATALOG, will be provided. If the course cannot be found in either CMS or SIS, it cannot be added to a program until the department has initiated a 301 form to create the course. The program or minor proposal (201 or 401 form) and the related course proposals (301 forms) should be routed within CMS at the same time.

5. Before revising or terminating a program or minor, be sure to know the name of the degree or major. You may enter key words in the “Search Filter,” for example, history, chem, etc., to look up a program or minor to revise or terminate.
6. You can save a 201 or 401 form without routing it—just leave the routing options blank, and click the “Save/Route” button. If you want to route, just select a routing option before clicking the “Save/Route” button.

7. If you are having trouble saving or routing a proposal, make sure that you have made a new comment. CMS requires you to comment before saving or routing.

8. Do not open more than one CMS window at a time—it can cause serious problems with the proper routing and processing of a proposal.

9. There is online help within CMS 201 and 401 forms—just click on the Help buttons! Documentation is also available on the Curriculum website at www.usc.edu/curriculum-cms.

10. All of the proposals that you are working on (or are waiting for you to act on) can be found in your folders. You will need to check your folders regularly. Folders contain courses, programs, and minors. Do not be the one who stops a program or minor proposal’s progress toward approval!

11. If you hold multiple roles on CMS, you may have multiple folders—one (or more) for each role. Be sure to check all of your folders regularly.

12. If you are looking for a program or minor proposal for your school that is not in your folder, you can use the “Run Query” function to tell you exactly which folder it currently resides in and track its progress. You can search for a revised program or minor via the post or minor code, and for a new program or minor, which will not have a POST or minor code until it has been approved, by sorting on WORKITEM, Program or Minor Proposals, Create.

13. Hints for sorting or looking for certain proposals in your folder: switch from “Expanded View” to “Compact View” in order to view more or less detail for each proposal. Or you can use CTRL-F.

14. Remember that CMS will time you out after 60 minutes if there has not been any activity. It’s a good idea to input all mandatory fields, and save your work. You can then go back and input other fields.
A. Creating a Program or Minor Proposal

To prepare a program or minor proposal, you will need to follow these steps:

**Step 1: Log into CMS**
Go to CMS gateway page on the Curriculum website: [www.usc.edu/curriculum-cms](http://www.usc.edu/curriculum-cms). Log in with your USC user name and password (log in instructions are in Section Two of this documentation).

**Step 2. Select a Role**
DCCs (and Faculty Proposers, when applicable) will be the ones who create program and minor proposals. If you have only one role on CMS, you will be taken immediately into CMS when you log in. If you have more than one role, you will need to click to select the appropriate role, such as DCC. You can think of it as, “I’m wearing my DCC hat right now and will be doing my DCC activities.” You may change your role (if you have more than one) at any time by clicking on your name and role in the top right hand corner of CMS interface.

**Step 3. Choose Create a Program or Minor**

After you log in and select your role, you will be in CMS. From there, you can Initiate Processes, creating, revising, and terminating program or minor proposals. From there, you can also go to “My Folders” to see any proposals that are in your work folders, or run a query to track a proposal, wherever it is in CMS.
To create a program, you will click on “Initiate Process,” then “06. Create Program.” To create a minor, you will click on “Initiate Process,” then “09. Create Minor.”

1. Creating a Program

Note: As you are filling out the 201 form, remember that any field that is asterisked is required—you will not be able to save your proposal without inputting something in all required fields. Also, remember that CMS will time out if there has been no activity for more than sixty minutes. To avoid losing your work, be ready to fill out all asterisked fields first and save your work, then go back into the form (which will be in your folder) in “Edit” mode and continue your work.

Check the appropriate box to select one (and only one) of the following actions:

- **Add Degree Program.** Check this box if you are creating a new undergraduate degree or graduate degree.
- **Add Area of Emphasis.** Check this box if you are adding a specific focus within the major with different degree requirements from the standard major. An area of emphasis is a new POST, and appears in parentheses after the name of the degree. For example, “Civil Engineering (Building Science).”
- **Add Dual Degree.** Check this box if you are creating a new degree by combining two existing graduate degrees.
- **Add New Certificate.** Check this box if you are creating a new certificate at the graduate level only.
Program Information

Proposed First Term of Implementation
Use the four-digit year followed by term code: 1 for spring; 2 for summer; and 3 for fall (for example, 201333 for the fall of 2013).

Major
All majors that currently exist are listed in the drop-down menu. If your desired major is not on the list, select either “New Major,” or if you are creating a Dual Degree, “Dual Degree.” Your form will continue to say “New Major” or “Dual Degree” until the Associate Registrar gives temporary approval to create your new major name. Email the CCO at curriclm@usc.edu to request the new major name. If the Associate Registrar grants such a major, a 48-hour turnaround period can be expected. If the new major request is approved, it will be added to the drop-down menu. You can then go back into the 201 form (in Edit mode) and select the new major. From then on, the new major will be shown on your form.

Note: This does not mean that the Curriculum Committee will approve the new major.

Degree Type
All of the standard Degree Types, from BA to Graduate certificate, are listed in the drop-down menu. If your Degree Type is not listed, select “Other.”

Other Degree Type
Indicate the specific degree type for this program. For example, “Master of Music Performance (Jazz),” or “Doctor of Real Estate Development.”

Creating a Dual Degree
If you are creating a dual degree, the situation is a bit more complex. As an example, say you are creating a dual degree, “Master of Science, Mathematics/Master of Planning, Planning.” Here are the steps:

1. Check the action box saying that you are creating a Dual Degree.
2. For major, select “DUAL DEGREE.”
3. Email the Associate Registrar (see email above) asking for a new major, spelling out the full title as in “Other Degree Type” above. The Associate Registrar will add
“Mathematics/Planning” to the list of majors. At this point, you can go back into the Edit mode and select that major. Thereafter, the form will display “Mathematics/Planning” as the major, rather than “DUAL DEGREE.”

4. For Degree type, select “Other.” Your form will say “Other” throughout the entire review process.

5. For Other Degree type, enter “Master of Science/Master of Planning” (degrees only, not majors, spelled out).

6. Provide the POST codes for the two degrees you are combining in the boxes, “POST Code 1” and “POST Code 2.”
   
   Note: You can only combine two degrees that already exist.

7. In your abstract, spell out the entire degree (“Master of Science, Mathematics/Master of Planning, Planning”). This is the only place on the form that the entire title will appear.

PROPOSAL INFORMATION

Proposal Abstract
Include brief yet complete summary of proposed program. Key points should be mentioned.

Reason for Request
Explain why you are proposing the new program so that reviewers outside your school will understand your goals and reasons. Provide the academic rationale for this request, including student need, target audience, reorganization of a degree program, etc. How will students benefit from the proposal? Why is it appropriate academically (not financially) for USC to do this? A clear and specific explanation is required. (Do not just provide a flat statement of intention such as "Adding new program.") If the proposal is complex, controversial, or novel, it may be helpful to provide explanatory background information.
**REQUEST**

**Additional Information**
Include here any additional information which would help the curriculum committee members understand and review the request.

<table>
<thead>
<tr>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include all required and elective courses for the major. They will appear in alphabetical order by prefix and number, and display the title, units, any prerequisites, co-requisites or concurrent enrollment, and any cross-listed courses. Maximum unit values for variable unit courses may or may not appear; the catalogue copy will provide this detail. The purpose of the course list is to show the most current, correct information about each course, including whether it is in the process of being revised or dropped in CMS, so that you can be sure to provide the correct prefix, title, units, etc. in the catalogue copy. The catalogue copy—not the course list—will state whether courses are required or are in a list of options. Thus, the course list provides information that enables you to make your catalogue copy correct and up-to-date, but the catalogue copy—not the course list—is the critical document that UCOC will review and that will drive changes made in the Catalogue and in DARS.</td>
</tr>
</tbody>
</table>
Add
Enter course prefix in all capital letters) and number separated by a dash (for example, “SOCL-355”). Click "Add" to add course to list. Do not use the Enter button on your keyboard. Only courses which are currently active in the catalogue, or in progress in CMS, can be added. If a course is a cross-list, you must use the owning department prefix. You must initiate a course proposal to create a new course before adding the course to the course list on the program form.

Below is an image of what the list will look like once you have added your courses in the “Edit” mode.

*Note: Any course in the process of being created, revised, or dropped will have a grey “i” next to INCLUDE under the status bar. Hovering over the “i” will allow you to see which type of proposal has been initiated.*

**Status Bar**

**Undo Change:** Click the red "Undo" button next to the status (INCLUDE) on the far right to remove a recently-added course. Below you can see the removal of the recently-added ARCH-510 by clicking the “Undo” button.
In Progress
As noted above, courses with a grey "i" next to the Undo icon are currently in process (Create, Revise, or Drop) in CMS. If a course is currently proposed to be dropped, review the program and course requirements and make the appropriate revisions (either to eliminate the course from the course block, or to not drop the course). If a course is being revised, please take the revisions into account in the process of designing the program.

Review versus Edit Modes:
When you have saved your proposal, you may view the document either in Edit or Review mode if the proposal is in your folder. Clicking on the “Review Create Program” option will allow you to view the course list as shown below. Notice the grey “i” icons are no longer visible; however, the courses that you have included are still shown in red, and any relevant actions (create, revise, etc.) are also provided in parentheses.
UNITS
Include total number of units required for program: minimum of 128 for undergraduate, 24 for masters, 60 for Ph.D, and 12 for certificate. If relevant, specify total number of units for the major in Proposal Abstract section.

RELATED PROGRAM INFORMATION

Target Audience
Describe the type of students for whom the program is designed.

Relationship to and Comparison with Related Programs at USC
Include how the proposed program is related to and differs from similar programs at USC. Describe any appropriate cross-departmental cooperation. What will be the impact on faculty and students in other departments?

Comparison with Similar Programs at Other Institutions
List other institutions offering a similar program and compare such programs with the proposed program.
ADMISSION REQUIREMENTS
List the minimum GPA and any prerequisite courses and grades for the proposed program.

RESOURCES AND OTHER INFORMATION
Resources and how they will be supplied

Faculty
Indicate who will direct and teach in the program, and the extent to which instruction will be provided by tenure track versus adjunct faculty. Identify any challenges in providing appropriate instructors for the courses. Identify who is ultimately responsible for the academic quality and consistency with program goals in circumstances where substantial teaching will be done by adjunct faculty.

Library
Indicate the present USC holdings, future and continuing acquisitions, and other library sources available.

Physical (Space, Technology, Labs, etc.)
Include a description of physical resources and technology needed to accommodate this program.
If program will be offered at off-campus site, describe:
Include location and rationale, resources, and student services available.

If program will be offered via distance learning, describe:
Indicate how and where students will take courses; who will provide instruction and how; and how advisement and other university resources will be made available to any off-campus students.

AFFECTED DEPARTMENTS

Click Here to Select Affected Department(s), if any
The submitting unit should identify other schools that are or may be affected by the requested new program. If the program uses courses offered by departments in other schools, these departments must be listed. If the degree is a dual degree, the other partner in the dual degree must be listed.

The curriculum subcommittee should be able to determine whether the proposing unit has taken advantage of appropriate opportunities for interdepartmental cooperation, and whether course redundancy has been avoided. This review is intended to ensure that departments affected by a curriculum action have been consulted by the department/school submitting the program request.
When you select an affected department from the list, the DCC, Department Chair and Dean will have the option to route the course proposal to the Dean of the affected department for review and comments.

   Note: You should not select any departments in your own school when inputting Affected Departments —only departments in other schools. The proposal will always go to the dean of your own school, who can tell from the list of degrees and minors that use the course which departments in your own school should have been consulted.

### SUBMITTING UNIT CONTACTS
All four fields must be populated. Input the person’s USC e-mail address (including “@usc.edu”) or 10-digit USC ID number. The contact information will be propagated automatically.

   Note: For security purposes, if you input a contact’s 10-digit USC ID number, it will pull up their contact information, but the ID will not continue to display in the 201 form.

If there is an identifier such as “cinema” or “college” or “marshall” in the person’s e-mail address (for example, ttrojan@college.usc.edu), that must be included. You will receive an error message if you input the e-mail incorrectly. Please refer to the online USC Faculty/Staff Directory if needed.

- Staff ID: Submitting DCC
- Faculty ID: Submitting Faculty Member and/or Faculty Proposer
- Unit Chair/Director ID: Department Chair for Curriculum for submitting department
- Dean of School/Designee ID: Designated Dean for School Curriculum
**DOCUMENTS**

All documents related to a program proposal (including the required Catalogue Copy) can be attached to the proposal here.

To attach a document, such as a syllabus, follow these steps:

1. **Click Browse**, and find the document on your computer or shared server
2. **Upload** the document
3. **Select** document type (usually syllabus)
4. **Attach** the document. When attached, the title and document will be displayed, preceded by an “x.” To delete the document, click on the “x.”

Documents such as catalogue copy and sample student schedules can be attached here in the following formats. However, **catalogue copy MUST be in Word.**

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*Note: Please indicate exactly where in your section of the catalogue the program description should be placed. Also for interdisciplinary or dual degree programs, specific instructions regarding placement will be needed.*
**REVIEW COMMENTS**

Every time that you want to save changes to a program proposal or route it forward, you must input comments in the “New Comment” box. You cannot save or route without commenting.

All comments you make will be saved, so make sure you are comfortable with what you say being viewed by others who will be seeing your course proposal. You cannot go back later and edit your comments.

**Comment History**

Comments that have been made—by you or by others—will display here. To reduce the space taken up by the comments made as the course is routed through the approval process, all but the most recent comment will be collapsed, or hidden, when you view the 201 form. To view the hidden comments, click on the triangle icon beside the name of the person who commented, and the comments will display.

**New Comment**

When a program proposal is created, changed or routed, comments MUST be input in the “New Comment” box. They will display, and be viewable to all future persons accessing the proposal, in the “Comment History” box—including the date and time when the comment was added, commenter, role, department and folder. Comments that have been saved previously are not editable.

Appropriate comments may include, “Created program per faculty member Tommy Trojan’s request;” “Corrected catalogue copy added to program proposal;” “Routing to affected dean for review and comment;” or “School of Music approves this program and hopes to collaborate on this or similar programs in the future.”
ROUTING ACTION
If you just want to save the program proposal, do not check the routing buttons. Just click the “Save/Route” button, and the proposal will remain in your folder.

When you have completed and saved your 201 form, bring it up in “Review” format to be sure it looks as you want it to before sending it on. If you need to make changes, you can bring it up in “Edit” format and make the desired changes. If you do not need to make changes, click “Cancel” and you will not need to make a comment.

When you are ready to route the proposal, select ONE place that you wish to route the proposal to. (Proposals can only be routed to one place at a time.) When you click the “Save/Route” button, the proposal will be both saved and routed to the folder of the person you have selected.

Note: If you want to share a 201 form with someone not set up in CMS for early review, you can “save” the form (including comments) as an .mht or .pdf file and attach it (along with the catalogue copy, if relevant) to an e-mail to that person outside of CMS. Comments provided by that person may be incorporated by individuals who are set up in CMS, such as the faculty proposer or DCC.

After routing a program proposal forward, you will no longer see it in your folder. It will now be in the folder of the person you sent it to. To see where it is in the approval process and who has it now, you can run a query.

2. Creating a Minor

Note: As you are filling out the 401 form, remember that any field that is asterisked is required—you will not be able to save your proposal without inputting something in all required fields. Also, remember that CMS will time out if there has been no activity for more than sixty minutes. To avoid losing your work, be ready to fill out all asterisked fields first and save your work, then go
back into the form (which will be in your folder) in “Edit” mode and continue your work.

## Program Information

### Proposed First Term of Implementation

Use the four-digit year followed by term code: 1 for spring; 2 for summer; and 3 for fall (for example, 20133 for the fall of 2013).

### Minor Name

Please enter the name of the minor as you wish it to appear on the transcript.* You may choose any name you wish, but please avoid special characters (e.g. & \ | #) and trademarked names/terms.

*Note: This does not mean that the Curriculum Committee will approve the new minor.*

### Department Responsible for Advisement

List the department that will be primarily responsible for advising students in the minor. Even if the minor is shared by two or more departments, one department must be listed as the primary advisement unit.

### Type of Minor

Departmental minors include classes from one academic department. Interdepartmental minors may include courses from two or more departments.
PROPOSAL INFORMATION

Proposal Abstract
Include brief yet complete summary of proposed minor. Key points should be mentioned.

Reason for Request
Explain why you are proposing the new minor so that reviewers outside your school will understand your goals and reasons. Provide the academic rationale for this request, including student need, target audience, etc. How will students benefit from the proposal? Why is it appropriate academically (not financially) for USC to do this? A clear and specific explanation is required. (Do not just provide a flat statement of intention such as "Adding new minor.") If the proposal is complex, controversial, or novel, it may be helpful to provide explanatory background information.
Additional Information
Include here any additional information that would help the curriculum committee members understand and review the request.

**COURSES**
Include all required and elective courses for the major that will appear in the catalogue. They will appear in alphabetical order by prefix and number, and display the title, units, any prerequisites, co-requisites or concurrent enrollment, and any cross-listed courses. Maximum unit values for variable unit courses may or may not appear; the catalogue copy will provide this detail. The purpose of the course list is to show the most current, correct information about each course, including whether it is in the process of being revised or dropped in CMS, so that you can be sure to provide the correct prefix, title, units, etc. in the catalogue copy. The catalogue copy—not the course list—will state whether courses are required or are in a list of options. Thus, the course list provides information that enables you to make your catalogue copy correct and up-to-date, but the catalogue copy—not the course list—is the critical document that UCOC will review and that will drive changes made in the Catalogue and in DARS.
Add
Enter course prefix in all capital letters) and number separated by a dash (for example, “SOCI-355”). Click "Add" to add course to list. Do not use the Enter button on your keyboard. Only courses which are currently active in the catalogue, or in progress in CMS, can be added. If a course is a cross-list, you must use the owning department prefix. You must initiate a course proposal to create a new course before adding the course to the course list on the program form.

Below is an image of what the list will look like once you have added your courses in the “Edit” mode.

Note: Any course in the process of being created, revised, or dropped will have a grey “i” next to INCLUDE under the status bar. Hovering over the “i” will allow you to see which type of proposal has been initiated.

Status Bar

Undo Change: Click the red "Undo" button next to the status (INCLUDE) on the far right to remove a recently-added course. Below you can see the removal of the recently-added ARCH-510 by clicking the “Undo” button.
**In Progress**

As noted above, courses with a grey "i" next to the Undo icon are currently in process (Create, Revise, or Drop) in CMS. If a course is currently proposed to be dropped, review the program and course requirements and make the appropriate revisions (either to eliminate the course from the course block, or to not drop the course). If a course is being revised, please take the revisions into account in the process of designing the program.

**Review versus Edit Modes:**

When you have saved your proposal, you may view the document either in Edit or Review mode if the proposal is in your folder. Clicking on the “Review Create Program” option will allow you to view the course list as shown below. Notice the grey “i” icons are no longer visible; however, the courses that you have included are still shown in red, and any relevant actions (create, revise, etc.) are also provided in parentheses.
UNITS

Units Required to Complete Minor
Include total number of units required for minor: minimum of 16, maximum of 32, including pre-requisites for required courses.

Upper Division Units Required to Complete Minor
A minimum of 16 units of upper-division coursework is required, as well as a minimum of 3-4 courses. Indicate here how many units required for the minor are upper-division.

For more information regarding policies and rules for designing minors, please consult the CurriculumHandbook (http://www.usc.edu/dept/ARR/private/forms/curriculum/CurriculumHandbook1314.pdf)

RELATED PROGRAM INFORMATION

Target Audience
Describe the type of students for whom the minor is designed.
Relationship to and Comparison with Related Programs at USC
Include how the proposed minor is related to and differs from similar minors at USC. Describe any appropriate cross-departmental cooperation. What will be the impact on faculty and students in other departments?

Comparison with Similar Programs at Other Institutions
List other institutions offering a similar minor and compare such minors with the proposed program.

ADMISSION REQUIREMENTS
List the minimum GPA and any prerequisite courses and grades for the proposed program.

RESOURCES AND HOW THEY WILL BE SUPPLIED
Use this field to indicate any faculty, staff, information, technology or physical space resources required for this minor and how the department intends to meet the need.
AFFECTED DEPARTMENTS

Click Here to Select Affected Department(s), if any
The submitting unit should identify other schools that are or may be affected by the requested new program. If the program uses courses offered by departments in other schools, these departments must be listed. If the degree is a dual degree, the other partner in the dual degree must be listed.

The curriculum subcommittee should be able to determine whether the proposing unit has taken advantage of appropriate opportunities for interdepartmental cooperation, and whether course redundancy has been avoided. This review is intended to ensure that departments affected by a curriculum action have been consulted by the department/school submitting the program request.

When you select an affected department from the list, the DCC, Department Chair and Dean will have the option to route the course proposal to the Dean of the affected department for review and comments.

Note: You should not select any departments in your own school when inputting Affected Departments — only departments in other schools. The proposal will always go to the dean of your own school, who can tell from the list of degrees and minors that use the course which departments in your own school should have been consulted.
SUBMITTING UNIT CONTACTS
All four fields must be populated. Input the person’s USC e-mail address (including “@usc.edu”) or 10-digit USC ID number. The contact information will be propagated automatically.

Note: For security purposes, if you input a contact’s 10-digit USC ID number, it will pull up their contact information, but the ID will not continue to display in the 201 form.

If there is an identifier such as “cinema” or “college” or “marshall” in the person’s e-mail address (for example, ttrojan@college.usc.edu), that must be included. You will receive an error message if you input the e-mail incorrectly. Please refer to the online USC Faculty/Staff Directory if needed.

- Staff ID: Submitting DCC
- Faculty ID: Submitting Faculty Member and/or Faculty Proposer
- Unit Chair/Director ID: Department Chair for Curriculum for submitting department
- Dean of School/Designee ID: Designated Dean for School Curriculum
**DOCUMENTS**

All documents related to a minor proposal (including the required Catalogue Copy) can be attached to the proposal here.

To attach a document, such as a syllabus, follow these steps:

1. **Click Browse**, and find the document on your computer or shared server
2. **Upload** the document
3. **Select** document type (usually syllabus)
4. **Attach** the document. When attached, the title and document will be displayed, preceded by an “x.” To delete the document, click on the “x.”

Documents such as catalogue copy and sample student schedules can be attached here in the following formats. However, **catalogue copy MUST be in Word.**

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**Note:** Please indicate exactly where in your section of the catalogue the program description should be placed. Also for interdisciplinary or dual degree programs, specific instructions regarding placement will be needed.
REVIEW COMMENTS
Every time that you want to save changes to a program proposal or route it forward, you must input comments in the “New Comment” box. You cannot save or route without commenting.

All comments you make will be saved, so make sure you are comfortable with what you say being viewed by others who will be seeing your course proposal. You cannot go back later and edit your comments.

Comment History
Comments that have been made—by you or by others—will display here. To reduce the space taken up by the comments made as the course is routed through the approval process, all but the most recent comment will be collapsed, or hidden, when you view the 201 form. To view the hidden comments, click on the triangle icon beside the name of the person who commented, and the comments will display.

New Comment
When a program proposal is created, changed or routed, comments MUST be input in the “New Comment” box. They will display, and be viewable to all future persons accessing the proposal, in the “Comment History” box—including the date and time when the comment was added, commenter, role, department and folder. Comments that have been saved previously are not editable.

Appropriate comments may include, “Created program per faculty member Tommy Trojan’s request;” “Corrected catalogue copy added to program proposal;” “Routing to affected dean for review and comment;” or “School of Music approves this program and hopes to collaborate on this or similar programs in the future.”
ROUTING ACTION
If you just want to save the program proposal, do not check the routing buttons. Just click the “Save/Route” button, and the proposal will remain in your folder.

When you have completed and saved your 201 form, bring it up in “Review” format to be sure it looks as you want it to before sending it on. If you need to make changes, you can bring it up in “Edit” format and make the desired changes. If you do not need to make changes, click “Cancel” and you will not need to make a comment.

When you are ready to route the proposal, select ONE place that you wish to route the proposal to. (Proposals can only be routed to one place at a time.) When you click the “Save/Route” button, the proposal will be both saved and routed to the folder of the person you have selected.

Note: If you want to share a 201 form with someone not set up in CMS for early review, you can “save” the form (including comments) as an .mht or .pdf file and attach it (along with the catalogue copy, if relevant) to an e-mail to that person outside of CMS. Comments provided by that person may be incorporated by individuals who are set up in CMS, such as the faculty proposer or DCC.

After routing a program proposal forward, you will no longer see it in your folder. It will now be in the folder of the person you sent it to. To see where it is in the approval process and who has it now, you can run a query.
3. Revising a Program

If you are ready to revise an existing program proposal, click Initiate Process, then “07. Revise Program.” The following screen will appear.

If you put in all or part of a program name (for example, “chemistry” or “chem.”), you will be able to see a list of all programs with that word or those words in that name. Alternatively, if you enter a major code, you will get any program that is associated with that major, as shown below. Or you can search by POST by clicking on “Search” (which will produce all degree programs) and then using CTRL-F and inputting the POST you want. Programs with that number in the POST code will be highlighted.

To select one of these existing programs, just click on the pencil-and-paper icon to the left. The 201 form will open, and you will be able to make your changes. Remember that you will need to comment, to save and to route your revised program proposal when you are done making changes.
**ACTION**
Check the action you wish to initiate: Revise Degree Requirements; Add or Revise Tracks; or Other (more than one action might be appropriate).

**Revise Degree Requirements**
Revise courses required, units, thesis requirements, etc.

**Add or Revise Tracks**
A track is a set of courses meeting the requirements for a degree which are enforced by departmental advisement (sometimes called "concentration," "stream," "specialization," or "option")—not to be confused with an “area of emphasis,” which is a separate POST.

**Other**
For example, changes in admission requirements.

**PROGRAM INFORMATION**
Enter the Proposed First Term of Implementation. Use a four-digit year followed by the term code: 1 for spring; 2 for summer; and 3 for fall (for example, 20113 for the fall of 2011).

*Note: Revisions are only effective in the fall of the following year.*
Proposal Abstract
Include a brief, yet complete summary of proposed revisions to program. Key points should be mentioned. Justification and details should be provided later.

Reason for Request, including Program Objective and Academic Rationale
Explain why you are proposing the revision to the program so that reviewers outside your school will understand your goals and reasons. Provide the academic rationale for this request, including student need, target audience, reorganization of a degree program, etc. How will students benefit from the proposal? Why is it appropriate academically (not financially) for USC to do this? A clear and specific explanation is required. (Do not just provide a flat statement of intention such as "Adding new program.") If the proposal is complex, controversial, or novel, it may be helpful to provide explanatory background information.

Program Description: list new degree requirements contrasted with old
List new degree requirements contrasted with old: If changes are few and clear, the changes shown on the catalogue copy (using tracking tools) may suffice.
REQUEST

Additional Information
Include here any additional information which would help the curriculum committee members understand and review the request.

Courses
The list that appears includes required and elective courses for the major. They are listed in alphabetical order by prefix and number, and display the title, units, any prerequisites, co-requisites or concurrent enrollment, and any cross-listed courses.

All courses coded in DARS for that program are listed (with some exceptions). This list may not match precisely the courses that are listed in the catalogue copy. Cases in which the courses displayed, which are in DARS, and the catalogue copy may not match include:

1. Thesis courses (for example, 594 or 794) may not be displayed, due to programming limitations.
2. If the department has provided Degree Progress with a list of courses (such as technical electives) to check for, these will be displayed even though they are not in the catalogue copy.
3. If the catalogue copy lists “suggested electives” but they are not required, they will not be displayed in CMS. However, if a student must select, for example, two courses from a long list of possible options that are spelled out in the catalogue, the entire list will be displayed.
4. If a student is required to take, for example, eight units of upper division courses in the department, CMS will not display all upper division courses in the department.
If the course list differs from the catalogue copy for the reasons listed above, it is recommended that you modify the list so that it matches the catalogue copy, rather than DARS. This will provide updated information about all courses that will appear in the catalogue. The course list does not feed into DARS—it's purpose is to help you ensure that your catalogue copy has the correct and up-to-date date information about the courses in your program.

If the courses displayed differ from what you expect for reasons other than the above, this may either be because the process which reads courses from DARS into CMS was in error (there are some unavoidable programming problems), or it may be that DARS is incorrect. To determine which it is, you can run a degree audit for that degree with one of your students in that degree. If that audit is correct, then DARS is correct and the course block in CMS is in error. If the degree audit for the student looks wrong, please contact Degree Progress (degreepr@usc.edu) so they can check the coding in DARS. If in doubt, call the Curriculum Office.

**Status Bar and Actions**

**Remove a Course**
Click the grey scissors icon next to the status on the far right (EXISTING, REVISE, DROP, etc.). "REMOVE" will display in red, shown below.

Hovering over the “i” icon will show any pending initiated course actions (create, revise, drop, etc.).

**Undo an Action**
Click the red "Undo" icon next to the status (for example, INCLUDE, REMOVE).
Newly-added courses (in red) with an "i" next to the Undo icon are currently in process (CREATE, REVISE, DROP) in CMS. Courses currently in the program (in gray) have their status shown as either existing (not being changed), or in process in CMS. For example, in the screen below, ARCH 515L is currently in the program and is in the process of being dropped in CMS.

Note: Clicking the grey scissors icon removes the course from the program, but does NOT also terminate (or drop) it from the catalogue. To drop a course, use the 301 form in CMS for each course being dropped.
**Review versus Edit Modes**
In the Review mode (as opposed to Edit mode), the little "i" will no longer be displayed. Courses shown in black are currently in the program; those in red are being added or removed. In addition, the status of EXISTING versus INCLUDE serves as the distinction between the courses that are currently in the program and the courses you have just added (Courses you are removing will be labeled as REMOVE.). If a course is being acted on in CMS, its CMS status is shown (for example, CREATE below).

![Course Table]

*Note: Changes in the course requirements must be specified in the catalogue copy (using tracking tools). The list of courses does not indicate which are required versus options from a list.*

**Adding a Course**
Enter course prefix (in all capital letters) and number separated by a dash (for example, ARCH-512). Click "ADD" to add course to list above. Do not use the Enter button on your keyboard. Only courses which are currently active in the catalogue, or in progress in CMS, can be added. If a course is a cross-list, you must use the owning department prefix. You must initiate a course proposal to create a new course before adding the course to the course list on the program form.
UNITS
The total number of units required for the degree is shown. If you are changing it, type over it with the new total. If you are changing units for the major, state this in the Proposal Abstract.

RELATED PROGRAM INFORMATION
Transition Plan for Students Enrolled in Current Program:
Explain how students following the current version of the program will be able to complete their degree. For example, will courses still be available to complete their original degree requirements, or will substitutions be made?

Note: Students should not be required to change to the new major, since this requires changing to a new catalogue for all requirements, which may pose problems.
RESOURCES AND OTHER INFORMATION
Resources and how they will be supplied

If program will be offered at off-campus site, describe:
Include location and rationale, resources, and student services available.

If program will be offered via distance learning, describe:
Indicate how and where students will take courses; who will provide instruction and how; and how advisement and other university resources will be made available to any off-campus students.

AFFECTED DEPARTMENTS

Click Here to Select Affected Department(s), if any
The submitting unit should identify other schools that are or may be affected by the requested change(s). If the program is adding or removing courses offered by departments in other schools, these departments must be listed. If the degree is a dual degree, the other partner in the dual degree must be listed.

The curriculum subcommittee should be able to determine whether the proposing unit has taken advantage of appropriate opportunities for interdepartmental cooperation, and whether course redundancy has been avoided. This review is intended to ensure that departments affected by a curriculum action have been consulted by the department/school submitting the program request.
When you select an affected department from the list, the DCC, Department Chair and Dean will have the option to route the course proposal to the Dean of the affected department for review and comments.

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**ROUTING ACTION**

If you just want to save the program proposal, do not check the routing buttons. Just click the “Save/Route” button, and the proposal will remain in your folder.

When you have completed and saved your 201 form, bring it up in “Review” format to be sure it looks as you want it to before sending it on. If you need to make changes, you can bring it up in “Edit” format and make the desired changes. If you do not need to make changes, click “Cancel” and you will not need to make a comment.

When you are ready to route the proposal, select ONE place that you wish to route the proposal to. (Proposals can only be routed to one place at a time.) When you click the “Save/Route” button, the proposal will be both saved and routed to the folder of the person you have selected.

*Note: If you want to share a 201 form with someone not set up in CMS for early review, you can “save” the form (including comments) as an .mht or .pdf file and attach it (along with the catalogue copy, if relevant) to an e-mail to that person outside of CMS. Comments provided by that person may be incorporated by individuals who are set up in CMS, such as the faculty proposer or DCC.*

After routing a program proposal forward, you will no longer see it in your folder. It will now be in the folder of the person you sent it to. To see where it is in the approval process and who has it now, you can run a query.
3. Revising a Minor

If you are ready to revise an existing minor proposal, click Initiate Process, then “10. Revise Minor.” The following screen will appear.

If you put in all or part of a minor name (for example, “chemistry” or “chem.”), you will be able to see a list of all minors with that word or those words in that name. Alternatively, if you enter a minor code, you will get the minor that is associated with that code.

To select one of these existing programs, just click on the pencil-and-paper icon to the left. The 401 form will open, and you will be able to make your changes. Remember that you will need to comment, to save and to route your revised minor proposal when you are done making changes.

<table>
<thead>
<tr>
<th>Title Containing:</th>
<th>Code:</th>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>chemistry</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST</th>
<th>Title</th>
<th>Orig. Eff. Term</th>
<th>New Eff. Term</th>
<th>Exp. Term</th>
<th>PCat ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVCS</td>
<td>Environmental Chemistry and Sustainability</td>
<td>20123</td>
<td>20123</td>
<td>249.1</td>
<td></td>
</tr>
<tr>
<td>CHEM</td>
<td>Chemistry</td>
<td>19833</td>
<td>19833</td>
<td>12.1</td>
<td></td>
</tr>
</tbody>
</table>
PROGRAM INFORMATION
Enter the Proposed First Term of Implementation. Use a four-digit year followed by the term code: 1 for spring; 2 for summer; and 3 for fall (for example, 20113 for the fall of 2011). Please note that you may not use the 401 form to revise the name, department responsible for minor, or type of minor fields. In order to complete these types of revisions, you must drop the existing minor and recreate it with the new name, department, or type.

*Note: Revisions are only effective in the fall of the following year.*
### Proposal Abstract

Include a brief, yet complete summary of proposed revisions to the minor. Key points should be mentioned. Justification and details should be provided later.

### Reason for Request, including Program Objective and Academic Rationale

Explain why you are proposing the revisions to the minor so that reviewers outside your school will understand your goals and reasons. Provide the academic rationale for this request, including student need, target audience, reorganization of a degree program, etc. How will students benefit from the proposal? Why is it appropriate academically (not financially) for USC to do this? A clear and specific explanation is required. (Do not just provide a flat statement of intention such as "Adding new program.") If the proposal is complex, controversial, or novel, it may be helpful to provide explanatory background information.

### Additional Information

Include here any additional information that would help the curriculum committee members understand and review the request.
Courses
The list that appears includes required and elective courses for the minor. They are listed in alphabetical order by prefix and number, and display the title, units, any prerequisites, corequisites or concurrent enrollment, and any cross-listed courses.

All courses coded in DARS for that program are listed (with some exceptions). This list may not match precisely the courses that are listed in the catalogue copy. Cases in which the courses displayed, which are in DARS, and the catalogue copy may not match include:

(5) Thesis courses (for example, 594 or 794) may not be displayed, due to programming limitations.

(6) If the department has provided Degree Progress with a list of courses (such as technical electives) to check for, these will be displayed even though they are not in the catalogue copy.

(7) If the catalogue copy lists “suggested electives” but they are not required, they will not be displayed in CMS. However, if a student must select, for example, two courses from a long list of possible options that are spelled out in the catalogue, the entire list will be displayed.

(8) If a student is required to take, for example, eight units of upper division courses in the department, CMS will not display all upper division courses in the department.
If the course list differs from the catalogue copy for the reasons listed above, it is recommended that you modify the list so that it matches the catalogue copy, rather than DARS. This will provide updated information about all courses that will appear in the catalogue. The course list does not feed into DARS—its purpose is to help you ensure that your catalogue copy has the correct and up-to-date date information about the courses in your minor.

If the courses displayed differ from what you expect for reasons other than the above, this may either be because the process which reads courses from DARS into CMS was in error (there are some unavoidable programming problems), or it may be that DARS is incorrect. To determine which it is, you can run a degree audit for that degree with one of your students in that degree. If that audit is correct, then DARS is correct and the course block in CMS is in error. If the degree audit for the student looks wrong, please contact Degree Progress (degreepr@usc.edu) so they can check the coding in DARS. If in doubt, call the Curriculum Office.

**Status Bar and Actions**

*Remove a Course*
Click the grey scissors icon next to the status on the far right (EXISTING, REVISE, DROP, etc.). "REMOVE" will display in red, shown below.

Hovering over the “i” icon will show any pending initiated course actions (create, revise, drop, etc.).

*Undo an Action*
Click the red "Undo" icon next to the status (for example, INCLUDE, REMOVE).
Newly-added courses (in red) with an "i" next to the Undo icon are currently in process (CREATE, REVISE, DROP) in CMS. Courses currently in the minor (in gray) have their status shown as either existing (not being changed), or in process in CMS. For example, in the screen below, ARCH 515L is currently in the minor and is in the process of being dropped in CMS.

Note: Clicking the grey scissors icon removes the course from the minor, but does NOT also terminate (or drop) it from the catalogue. To drop a course, use the 301 form in CMS for each course being dropped.
Review versus Edit Modes
In the Review mode (as opposed to Edit mode), the little "i" will no longer be displayed. Courses shown in black are currently in the program; those in red are being added or removed. In addition, the status of EXISTING versus INCLUDE serves as the distinction between the courses that are currently in the minor and the courses you have just added (Courses you are removing will be labeled as REMOVE.). If a course is being acted on in CMS, its CMS status is shown (for example, CREATE below).

Note: Changes in the course requirements must be specified in the catalogue copy (using tracking tools). The list of courses does not indicate which are required versus options from a list.

Adding a Course
Enter course prefix (in all capital letters) and number separated by a dash (for example, ARCH-512). Click "ADD" to add course to list above. Do not use the Enter button on your keyboard. Only courses which are currently active in the catalogue, or in progress in CMS, can be added. If a course is a cross-list, you must use the owning department prefix. You must initiate a course proposal to create a new course before adding the course to the course list on the minor form.
**UNITS**

**Units Required to Complete Minor**
Include total number of units required for minor: minimum of 16, maximum of 32, including pre-requisites for required courses.

**Upper Division Units Required to Complete Minor**
A minimum of 16 units of upper-division coursework is required, as well as a minimum of 3-4 courses. Indicate here how many units required for the minor are upper-division.


**RELATED PROGRAM INFORMATION**

**Transition Plan for Students Enrolled in Current Program:**
Explain how students following the current version of the minor will be able to complete their program. For example, will courses still be available to complete their original minor requirements, or will substitutions be made?

*Note: Students should not be required to change to the new minor, since this requires changing to a new catalogue for all requirements, which may pose problems.*
**AFFECTED DEPARTMENTS**

Click Here to Select Affected Department(s), if any

The submitting unit should identify other schools that are or may be affected by the requested change(s). If the minor is adding or removing courses offered by departments in other schools, these departments must be listed. If the minor is interdepartmental, the other partner(s) in the minor must be listed.

The curriculum subcommittee should be able to determine whether the proposing unit has taken advantage of appropriate opportunities for interdepartmental cooperation, and whether course redundancy has been avoided. This review is intended to ensure that departments affected by a curriculum action have been consulted by the department/school submitting the minor request. When you select an affected department from the list, the DCC, Department Chair and Dean will have the option to route the course proposal to the Dean of the affected department for review and comments.

Note: You should not select any departments in your own school when inputting Affected Departments—only departments in other schools. The proposal will always go to the dean of your own school, who can tell from the list of degrees and minors that use the course which departments in your own school should have been consulted.

**SUBMITTING UNIT CONTACTS**

All four fields must be populated. Input the person’s USC e-mail address, including “@usc.edu,” or the 10-digit USC ID number. The contact information will be propagated automatically.

Note: For security purposes, if you input a contact’s 10-digit USC ID number, it will pull up their contact information, but the ID will not continue to display in the 201 form.

If there is an identifier such as “cinema” or “college” or “marshall” in the person’s e-mail address (e.g., ttrojan@college.usc.edu), that must be included. You will receive an error message if you input the e-mail incorrectly. Please refer to the online USC Faculty/Staff Directory if needed.
• Staff ID: Submitting DCC
• Faculty ID: Submitting Faculty Member and/or Faculty Proposer
• Unit Chair/Director ID: Department Chair for Curriculum for submitting department
• Dean of School/Designee ID: Designated Dean for School Curriculum

**DOCUMENTS**
All documents related to a minor proposal, including the required catalogue copy, can be attached to the proposal here.

To attach a document follow these steps:

1. **Click Browse**, and find the document on your computer or shared server
2. **Upload** the document
3. **Select** document type (usually syllabus)
4. **Attach** the document. When attached, the title and document will be displayed, preceded by an “x.” To delete the document, click on the “x.”

Documents such as catalogue copy or sample student schedule or comparisons of old and new requirements can be attached here in the following formats (however, **the catalogue copy must be in Word, with tracking tools showing the changes**):

<table>
<thead>
<tr>
<th>Common document types:</th>
<th>Can be opened using:</th>
</tr>
</thead>
<tbody>
<tr>
<td>.xls, .xlsx</td>
<td>MS Excel 2000 and later</td>
</tr>
<tr>
<td>.doc, .docx, .rtf</td>
<td>MS Word 2000 and later</td>
</tr>
<tr>
<td>.pdf</td>
<td>Adobe Acrobat or Adobe Reader</td>
</tr>
<tr>
<td>.txt</td>
<td>WordPad or Notepad (depending on format)</td>
</tr>
<tr>
<td>.jpeg, .gif</td>
<td>Windows Picture and Fax Viewer</td>
</tr>
</tbody>
</table>

*Note: Please indicate exactly where in your section of the catalogue the minor description is placed. Also for interdepartmental minors, specific instructions regarding placement will be needed.*
**REVIEW COMMENTS**

Every time that you want to save changes to a minor proposal or route it forward, you must input comments in the “New Comment” box. You cannot save or route without commenting.

All comments you make will be saved, so make sure you are comfortable with what you say being viewed by others who will be seeing your course proposal. You cannot go back later and edit your comments.

**Comment History**
Comments that have been made—by you or by others—will display here. To reduce the space taken up by the comments made as the course is routed through the approval process, all but the most recent comment will be collapsed, or hidden, when you view the 201 form. To view the hidden comments, click on the triangle icon beside the name of the person who commented, and they will display.

**New Comment**
When a minor proposal is created, changed or routed, comments MUST be input in the “New Comment” box. They will display, and be viewable to all future persons accessing the proposal, in the “Comment History” box—including the date and time when the comment was added, commenter, role, department and folder. Comments that have been saved previously are not editable.

Appropriate comments might include, “Revised program per faculty member Tommy Trojan’s request;” “Corrected catalogue copy added to program proposal;” “Routing to affected dean for review and comment;” or “School of Music approves this revision and hopes to collaborate on this or similar programs in the future.”
**ROUTING ACTION**

If you just want to save the minor proposal, do not check the routing buttons. Just click the “Save/Route” button, and the proposal will remain in your folder.

When you have completed and saved your 401 form, bring it up in “Review” format to be sure it looks as you want it to before sending it on. If you need to make changes, you can bring it up in “Edit” format and make the desired changes. If you do not need to make changes, click “Cancel” and you will not need to make a comment.

When you are ready to route the proposal, select ONE place that you wish to route the proposal to. (Proposals can only be routed to one place at a time.) When you click the “Save/Route” button, the proposal will be both saved and routed to the folder of the person you have selected.

*Note: If you want to share a 401 form with someone not set up in CMS for early review, you can “save” the form (including comments) as an .mht or .pdf file and attach it (along with the catalogue copy, if relevant) to an e-mail to that person outside of CMS. Comments provided by that person may be incorporated by individuals who are set up in CMS, such as the faculty proposer or DCC.*

After routing a minor proposal forward, you will no longer see it in your folder. It will now be in the folder of the person you sent it to. To see where it is in the approval process and who has it now, you can run a query.
3: Terminating a Program

If you wish to terminate a program, the process is very similar to when you revise a program. Click Initiate Process, then “08. Terminate Program.”

The following screen will appear:

If you put in your program name (only), you will be able to see a list of all programs with that name. Select the one you wish to drop, then save/route it appropriately.
PROGRAM INFORMATION
Enter the “Proposed First Term of Implementation.” Use a four-digit year followed by the term code: 1 for spring; 2 for summer; and 3 for fall (for example, 20113 for the fall of 2011).

Note: Drops are only effective in the summer of the following year.

TERMINATION INFORMATION
Reason for Request & Academic Rationale
Provide the academic rationale for this request, including reorganization of a degree program, etc. A clear and specific explanation is required.

Note: Do not just provide a flat statement of intention such as "Terminating Zoology program."
Transition Plan for Students Currently in Program

Explain how students following the current catalogue will be able to complete their degree. For example, will courses still be available to complete their original degree requirements, or will substitutions be made?

*Note: Students should not be required to change to a new major, since this requires changing to a new catalogue for all requirements, which may pose problems.*

General Comments

Include here any additional information which would help the curriculum committee members understand and review the request.

---

**Courses**

This list is for information only and includes the required and elective courses coded in DARS for the major. Terminating the program will NOT also terminate (or drop) the courses from the catalogue. To drop a course, use the 301 form in CMS for each course being dropped.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Co-requisites</th>
<th>Concurrent Enrollment</th>
<th>Cross Listed As</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH-532</td>
<td>Elements of the Urban Landscape</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXISTING</td>
</tr>
<tr>
<td>ARCH-533</td>
<td>Urban Landscape Case Studies</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXISTING</td>
</tr>
<tr>
<td>ARCH-553</td>
<td>History of American Architecture and Urbanism</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXISTING</td>
</tr>
<tr>
<td>ARCH-561</td>
<td>Architecture in the Urban Landscape: Projects and Places</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXISTING</td>
</tr>
<tr>
<td>ARCH-563</td>
<td>Architecture in the Urban Landscape: Comparative Theories</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXISTING</td>
</tr>
</tbody>
</table>

---

**Affected Departments**

Click Here to Select Affected Department(s), if any

The submitting unit should identify other schools that are or may be affected by the requested change(s). If the degree is a dual degree, the other partner in the dual degree must be listed.

The curriculum subcommittee should be able to determine whether the proposing unit has taken advantage of appropriate opportunities for interdepartmental cooperation, and whether course
redundancy has been avoided. This review is intended to ensure that departments affected by a curriculum action have been consulted by the department/school submitting the program request.

When you select an affected department from the list, the DCC, Department Chair and Dean will have the option to route the course proposal to the Dean of the affected department for review and comments.

*Note: You should not select any departments in your own school when inputting Affected Departments — only departments in other schools. The proposal will always go to the dean of your own school, who can tell from the list of degrees and minors that use the course which departments in your own school should have been consulted.*

**SUBMITTING UNIT CONTACTS**

All four fields must be populated. Input the person’s USC e-mail address, including “@usc.edu,” or 10-digit USC ID number. The contact information will be propagated automatically.

*Note: For security purposes, if you input a contact’s 10-digit USC ID number, it will pull up their contact information, but the ID will not continue to display in the 201 form.*

If there is an identifier such as “cinema” or “college” or “marshall” in the person’s e-mail address (for example, ttrojan@college.usc.edu), that must be included. You will receive an error message if you input the e-mail incorrectly. Please refer to the online USC Faculty/Staff Directory if needed.

- Staff ID: Submitting DCC
- Faculty ID: Submitting Faculty Member and/or Faculty Proposer
- Unit Chair/Director ID: Department Chair for Curriculum for submitting department
- Dean of School/Designee ID: Designated Dean for School Curriculum
**DOCUMENTS**

Please attach catalogue copy, in Word, indicating all the places where there is a reference to the program being terminated.

To attach a document, such as a syllabus, follow these steps:

1. **Click Browse**, and find the document on your computer or shared server
2. **Upload** the document
3. **Select** document type (usually syllabus)
4. **Attach** the document. When attached, the title and document will be displayed, preceded by an “x.” To delete the document, click on the “x.”

**REVIEW COMMENTS**

Every time that you want to save changes to a program proposal or route it forward, you must input comments in the “New Comment” box. You cannot save or route without commenting.

All comments you make will be saved, so make sure you are comfortable with what you say being viewed by others who will be seeing your course proposal. You cannot go back later and edit your comments.

**Comment History**

Comments that have been made—by you or by others—will display here. To reduce the space taken up by the comments made as the course is routed through the approval process, all but the most recent comment will be collapsed, or hidden, when you view the 201 form. To view the hidden comments, click on the triangle icon beside the name of the person who commented, and the comments will display.
New Comment
When a program proposal is created, changed or routed, comments MUST be input in the “New Comment” box. They will display, and be viewable to all future persons accessing the proposal, in the “Comment History” box—including the date and time when the comment was added, commenter, role, department and folder. Comments that have been saved previously are not editable.

Appropriate comments might include, “Terminating program per faculty member Tommy Trojan’s request,” or “Routing to affected dean for review and comment.”

Routing Action
If you just want to save the program proposal, do not check the routing buttons. Just click the “Save/Route” button, and the proposal will remain in your folder.

When you have completed and saved your 201 form, bring it up in “Review” format to be sure it looks as you want it to before sending it on. If you need to make changes, you can bring it up in “Edit” format and make the desired changes. If you do not need to make changes, click “Cancel” and you will not need to make a comment.

When you are ready to route the proposal, select ONE place that you wish to route the proposal to. (Proposals can only be routed to one place at a time.) When you click the “Save/Route” button, the proposal will be both saved and routed to the folder of the person you have selected.

Note: If you want to share a 201 form with someone not set up in CMS for early review, you can “save” the form (including comments) as an .mht or .pdf file and attach it (along with the catalogue copy, if relevant) to an e-mail to that person outside of CMS. Comments provided by that person may be incorporated by individuals who are set up in CMS, such as the faculty proposer or DCC.

After routing a program proposal forward, you will no longer see it in your folder. It will now be in the folder of the person you sent it to. To see where it is in the approval process and who has it now, you can run a query.
3: Terminating a Minor

If you wish to terminate a minor, the process is very similar to when you revise a minor. Click Initiate Process, then “11. Terminate Minor.”

The following screen will appear:

If you put in your program name (only), you will be able to see a list of all programs with that name.
Select the one you wish to drop, then save/route it appropriately.
PROGRAM INFORMATION
Enter the “Proposed First Term of Implementation.” Use a four-digit year followed by the term code: 1 for spring; 2 for summer; and 3 for fall (for example, 20113 for the fall of 2011).

Note: Drops are only effective in the summer of the following year.

TERMINATION INFORMATION
Reason for Request & Academic Rationale
Provide the academic rationale for this request, including reorganization of a minor program, etc. A clear and specific explanation is required.

Note: Do not just provide a flat statement of intention such as "Terminating Zoology minor."
Transition Plan for Students Currently in Minor
Explain how students following the current catalogue will be able to complete their minor. For example, will courses still be available to complete their original minor requirements, or will substitutions be made?

Note: Students should not be required to change to a new minor, since this requires changing to a new catalogue for all requirements, which may pose problems.

General Comments
Include here any additional information which would help the curriculum committee members understand and review the request.

Courses Associated with Minor
This list is for information only and includes the required and elective courses for the minor. Terminating the minor program will NOT also terminate (drop) the courses from the catalogue. To drop a course, use the #301 form in CMS for each course being dropped.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Corequisites</th>
<th>Concurrent Enrollment</th>
<th>Cross Listed As</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHIS-373</td>
<td>History of Photography</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXISTING</td>
</tr>
<tr>
<td>AHIS-469</td>
<td>Critical Approaches to Photography</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXISTING</td>
</tr>
</tbody>
</table>

COURSES
This list is for information only and includes the required and elective courses coded in DARS for the minor. Terminating the minor will NOT also terminate (or drop) the courses from the catalogue. To drop a course, use the 301 form in CMS for each course being dropped.

Affected Departments
Click Here to Select Affected Department(s), if any
The submitting unit should identify other schools that are or may be affected by the requested change(s). If the minor is interdepartmental, the partner school should be listed as affected.

This review is intended to ensure that departments affected by a curriculum action have been consulted by the department/school submitting the minor termination request.

When you select an affected department from the list, the DCC, Department Chair and Dean will have the option to route the course proposal to the Dean of the affected department for review.
and comments.

Note: You should not select any departments in your own school when inputting Affected Departments — only departments in other schools. The proposal will always go to the dean of your own school, who can tell from the list of courses used in the program which departments in your own school should have been consulted.

SUBMITTING UNIT CONTACTS

All four fields must be populated. Input the person’s USC e-mail address, including “@usc.edu,” or 10-digit USC ID number. The contact information will be propagated automatically.

Note: For security purposes, if you input a contact’s 10-digit USC ID number, it will pull up their contact information, but the ID will not continue to display in the 201 form.

If there is an identifier such as “cinema” or “college” or “marshall” in the person’s e-mail address (for example, ttrojan@college.usc.edu), that must be included. You will receive an error message if you input the e-mail incorrectly. Please refer to the online USC Faculty/Staff Directory if needed.

- Staff ID: Submitting DCC
- Faculty ID: Submitting Faculty Member and/or Faculty Proposer
- Unit Chair/Director ID: Department Chair for Curriculum for submitting department
- Dean of School/Designee ID: Designated Dean for School Curriculum
**DOCUMENTS**
We request that you attach catalogue copy, in Word, indicating all the places where there is a reference to the minor being terminated, but this is not required.

To attach a document follow these steps:

1. Click **Browse**, and find the document on your computer or shared server
2. **Upload** the document
3. **Select** document type (usually syllabus)
4. **Attach** the document. When attached, the title and document will be displayed, preceded by an “x.” To delete the document, click on the “x.”

**REVIEW COMMENTS**
Every time that you want to save changes to a minor proposal or route it forward, you must input comments in the “New Comment” box. You cannot save or route without commenting.

All comments you make will be saved, so make sure you are comfortable with what you say being viewed by others who will be seeing your course proposal. You cannot go back later and edit your comments.

**Comment History**
Comments that have been made—by you or by others—will display here. To reduce the space taken up by the comments made as the course is routed through the approval process, all but the most recent comment will be collapsed, or hidden, when you view the 401 form. To view the hidden comments, click on the triangle icon beside the name of the person who commented, and the comments will display.
New Comment
When a minor termination proposal is created, changed or routed, comments MUST be input in the “New Comment” box. They will display, and be viewable to all future persons accessing the proposal, in the “Comment History” box—including the date and time when the comment was added, commenter, role, department and folder. Comments that have been saved previously are not editable.

Appropriate comments might include, “Terminating minor per faculty member Tommy Trojan’s request,” or “Routing to affected dean for review and comment.”

Routing Action

If you just want to save the minor termination proposal, do not check the routing buttons. Just click the “Save/Route” button, and the proposal will remain in your folder.

When you have completed and saved your 401 form, bring it up in “Review” format to be sure it looks as you want it to before sending it on. If you need to make changes, you can bring it up in “Edit” format and make the desired changes. If you do not need to make changes, click “Cancel” and you will not need to make a comment.

When you are ready to route the proposal, select ONE place that you wish to route the proposal to. (Proposals can only be routed to one place at a time.) When you click the “Save/Route” button, the proposal will be both saved and routed to the folder of the person you have selected.

Note: If you want to share a 401 form with someone not set up in CMS for early review, you can “save” the form (including comments) as an .mht or .pdf file and attach it (along with the catalogue copy, if relevant) to an e-mail to that person outside of CMS. Comments provided by that person may be incorporated by individuals who are set up in CMS, such as the faculty proposer or DCC.

After routing a termination proposal forward, you will no longer see it in your folder. It will now be in the folder of the person you sent it to. To see where it is in the approval process and who has it now, you can run a query.
Section Seven: Reviewing and Approving a Proposal: Step-by-Step Instructions for Department Chairs and School Deans for Curriculum

Department Chairs and School Deans for Curriculum must review and approve proposals before they can be routed forward to the Curriculum Coordination Office. As with all other people in the academic and administrative departments who work with curriculum, you will use the Curriculum Management System (CMS) to perform these functions.

Where do you find proposals that you need to review?
You will need to log into CMS regularly to see if there are proposals waiting in your folders for review and approval. Remember that, depending on your duties, you may have multiple folders, and possibly even multiple roles. For example, if you are a School Dean, when you log into CMS you will see your Dean’s Folder (which contains proposals from your school) and also your Affected Dean’s Folder (which contains proposals from other schools that require your review and comment). If you are a Department Chair, you will see your Department Chair Folder.

Order of Review and Approval
A proposal moves from the Department Curriculum Coordinator (DCC) to the Department Chair to the School Dean, before being sent on to the Provost or the Curriculum Coordination Office (CCO). (See Section Four and the chart on page 10 for a more detailed explanation of a proposal’s route to approval.) If necessary, any of these three can route the course to an Affected Dean for review and comment. Proposals for new programs (not minors or overseas studies programs) are routed by the School Dean to the Provost, who routes it to the CCO after reviewing and approving it for subcommittee consideration.

Reviewing, commenting and approving (or sending back) a proposal
Department Chairs and Deans are responsible for reviewing, commenting upon and approving (or denying) proposals.

Department Chairs: When you open up a proposal in your folder, you will be able to see the details of how the Department Curriculum Coordinator prepared that proposal. If you just wish to review the proposal, open it in “Review mode.” If you want to make any changes, make them in “Edit mode.” If you have questions, concerns or corrections, you can note them in comments, and route the proposal back to the DCC. If you wish to send the proposal to the dean of an affected school, you can note your request in the comments and route over it to the affected dean(s). If you are ready to approve the proposal and
send it forward to your School Dean, state your approval in the comments field and route it forward.

**School Deans for Curriculum:** When you open up a proposal in your folder for review, you will be able to see the details of how the DCC prepared that proposal, and to see your Department Chair’s approval of the proposal in the comments field. If you have questions, concerns or corrections, you can note them in comments, and route the proposal back to the DCC or the Department Chair. If you wish to send the proposal to the dean of an affected school, you can note your request in the comments and route over it to them. If you are ready to approve the proposal and send it forward to the Curriculum Coordination Office, state your approval in the comments field and route it forward. The proposal will move from the CCO review to committees, on its way to approval.

**Affected Deans:** In your role as school dean for curriculum, you may be asked to comment as an “Affected Dean” on a proposal sent by another school. This proposal will appear in your affected dean folder. You will open it up, make a comment (approving or with concerns or suggestions), and check the box that says you have reviewed the proposal and commented. It is assumed that you will consult with affected departments within your own school. See page 31 for instructions on how to save a proposal as a document for emailing.

*Note:* If a proposal is sent to more than one affected dean, all of them must comment before the proposal will be routed to its next step, which is the department chair of the originating school. If a proposal gets “stuck” in the affected deans’ folder because an affected dean fails to comment within an acceptable span of time, the department can track where it is, and as a last resort, the DCC could route the proposal back to him or herself, and would have to comment that no reply was received from the affected dean in question.

**Tracking Proposals**
To track proposals within your department or school, you can use the “Run Query” function. See Section Eight for details on how to run a query to find a proposal, wherever it is in the approval process.
Section Eight: How to Find a Proposal Wherever It Is: Run a Query

If you want to find a proposal, you can always run a query.

1. From the menu bar at the top of your page, select “Run Query.”

To find an existing course proposal on the CMS, input your search criteria below.

<table>
<thead>
<tr>
<th>SEARCH CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASIC FILTERS</strong></td>
</tr>
<tr>
<td>Tracking #:</td>
</tr>
<tr>
<td>Course ID:</td>
</tr>
<tr>
<td>POST Code:</td>
</tr>
<tr>
<td>Minor Code:</td>
</tr>
<tr>
<td><strong>SUBMITTING DEPARTMENT OR USER</strong></td>
</tr>
<tr>
<td>Submitting Department</td>
</tr>
<tr>
<td>Select Department</td>
</tr>
<tr>
<td><strong>WORKITEM (leave unselected to include all proposals)</strong></td>
</tr>
<tr>
<td>Course Proposals</td>
</tr>
<tr>
<td>Clone</td>
</tr>
<tr>
<td>Create</td>
</tr>
<tr>
<td>Drop</td>
</tr>
<tr>
<td>Reinstate</td>
</tr>
<tr>
<td>Revise</td>
</tr>
<tr>
<td><strong>DATE (provide desired date criteria)</strong></td>
</tr>
<tr>
<td>Submit Period</td>
</tr>
<tr>
<td>From:</td>
</tr>
<tr>
<td>To:</td>
</tr>
</tbody>
</table>

Click the Submit button to run the query.
2. Select your Search Criteria.
   a. The three types of search criteria are Basic Filters, Submitting Department or User and Work Item.
   b. You must select a Submitting Department or User, either your school or yourself. You are not allowed to run queries for courses or programs outside of your own school.
   c. The more you fill in, the more specific your search will be. If you are not able to find the proposal you’re looking for with the criteria you have input, try putting in fewer criteria. If your query returns too many courses or programs, try adding more criteria.

   *Note: The easiest way to use the “Run Query” function is to select only your submitting unit (under Entity). Select your school, and all forms for that school will be listed. You can then select the one you want. The second easiest way to use the “Run Query” function is to select only the Submitting User (yourself) to see all of the proposals in your department that you have submitted.*

3. Press Submit.

4. If a proposal(s) is found that meets your criteria, it will display on your screen, along with that proposal’s current status.

   If you have the ability to act on that course, program, or minor (because it is in your folder), you will be able to select it. If you are not, you will just be able to view its status—what the course, program, or minor is; who submitted it and from which department; whose folder it’s in, when it was last worked on; and its tracking number.

5. If no courses or programs meet your search criteria, you will be directed to a blank screen. Hit your back button, and try inputting fewer criteria.
Help in Finding “your” courses, programs, and minors
Currently, courses, programs, and minors are not sorted in folders by prefix (this is for a future edition of CMS), but are sorted first by action (create, then revise), and within each category by tracking number (which is only useful for programmers). To find all courses with a certain prefix (for example, PSYC) in a certain folder, you can type “CTRL-F” and enter PSYC- (including the hyphen) in the “Find” box at the top. This will cause all PSYC courses to be highlighted, and you can use the “Next” box to click through from one to the next.

To search for programs, if you know the POST code (for a revised or terminated program), you can search by POST code. For a new program, which does not yet have a POST code, you can select user or school. Then, under “Work Items,” select Program Proposals and Create. This will list all proposals that user or school is creating.
Section Nine: Getting Help

If you have questions or problems with the Curriculum Management System (CMS), you can contact the Curriculum Office at any time for assistance.

Hours of Operation: 8:30 a.m. - 5:00 p.m., Monday - Friday

Location: FIG 201

Phone: (213) 740-1162

Office email address: curriclm@usc.edu

Curriculum Website: www.usc.edu/curriculum

Training

The Curriculum Coordination Office routinely provides training on how to use CMS at the end of the summer and early in the fall semester. Training may be provided at other times as needed upon request. Contact curriclm@usc.edu to find out when the next class will be.

Documentation

Documentation is available on the Curriculum website to help you use CMS, as well as provide support for all of your curriculum-related questions. www.usc.edu/curriculum-cms.

Online Help

Help buttons have been built into the Curriculum Management System to make it easier for you to use. Click on the help button, and the help text will display.

Curriculum Management System (CMS) Support Staff

Curriculum Office – fielding questions about CMS and other curriculum issues
- Kristine Moe, Curriculum Coordinator, kristine.moe@usc.edu
- Douglas Burleson, Curriculum Analyst, burleson@usc.edu
- Dena Christianakis, Administrative Assistant, denac@usc.edu

CMS Technical Support
- Davey Lam, MIS Manager, davylam@usc.edu