

## Course Change Proposal Guide

KSCM Production: <https://csupueblo.kuali.co/apps/>

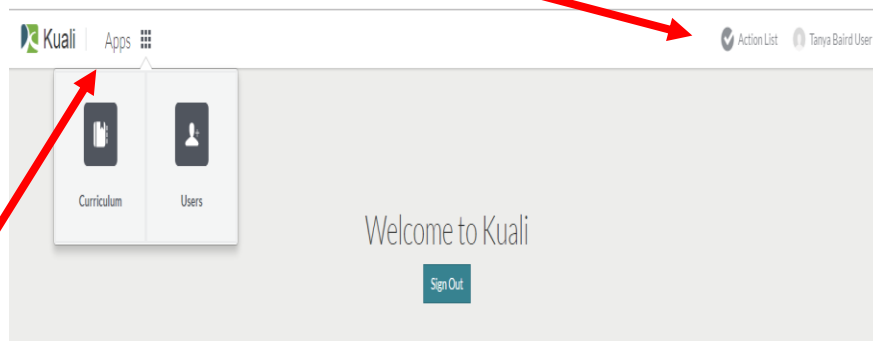
KSCM Training: <https://csupueblo-sbx.kuali.co/apps/>

### Signing into KSCM:

To access Curriculum Management, use either the Production or Training URLs provided above. Please use Chrome, Firefox, or Safari and not Explorer as your search tool. REMEMBER: anything done in Production is a permanent record in the system. If you are a beginner, start in the Training module until you feel confident with your understanding of the system.

Enter the user name and password assigned by the Office of the Registrar.

From the login page, you can access the Curriculum and User applications, as well as your Action List and User account.

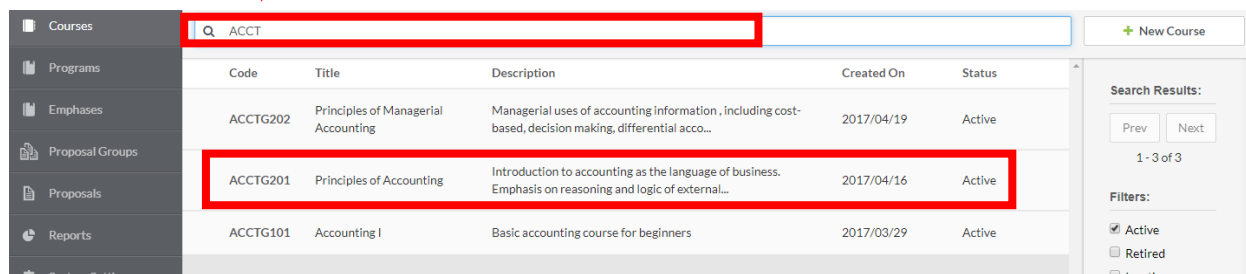


Navigate to the Courses main screen by clicking on “Apps” → “Curriculum”

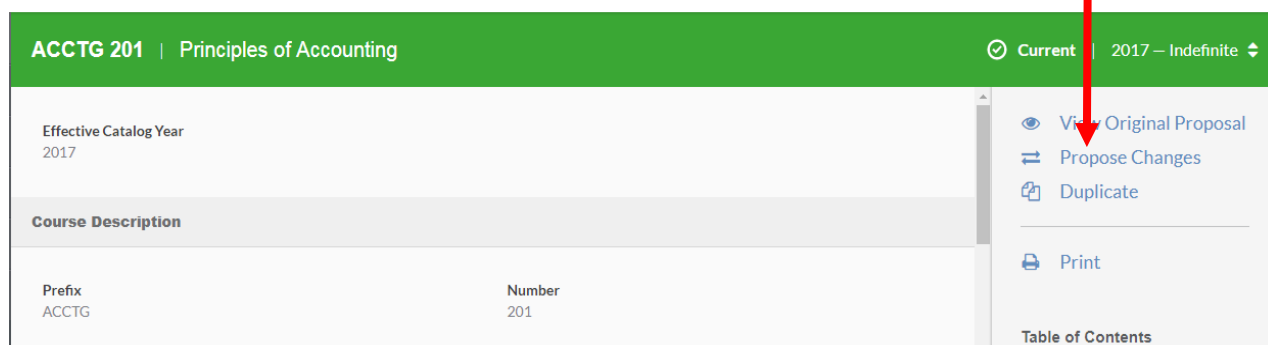
### Course Change Proposal:

Currently the Curriculum and Programs Board has limited the additions and changes to **two years into the future**.

Using the search bar at top middle, search for the course that you wish to modify. After search, click on the course to modify.



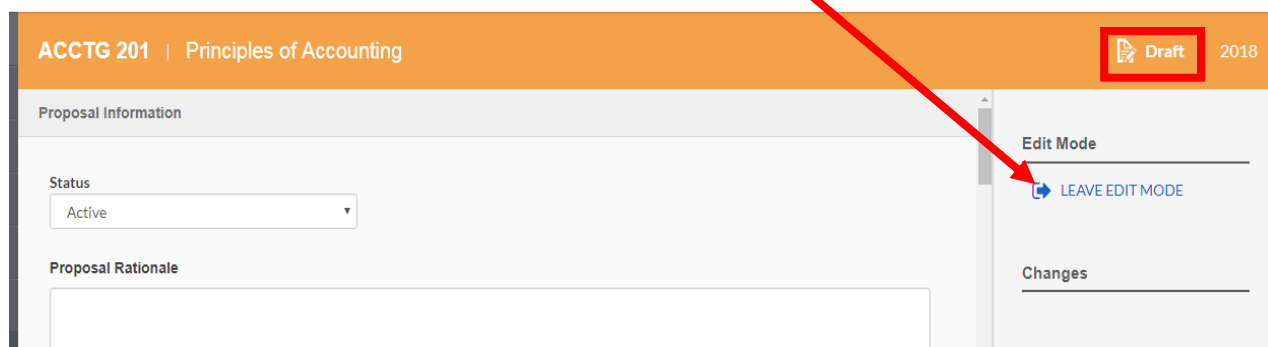
The course will open with either a Green or Purple Bar at top indicating the most recent version of the course. Green is a current term and purple is a future term effective date. Click on “Propose Changes” on top right menu.



After clicking on Propose Changes, the bar at the top will turn to Orange, indicating you are now in draft mode. Complete any fields in the form where you would like to make changes. Do not be concerned that the previous information no longer is displayed. The original course information is stored in the system and will also be displayed in the workflow approval process.

If NO CHANGES are required in a field, no action is required.

When you have completed all of your changes, click on “Leave Edit Mode” on the right side.



For each field that changes were requested, you will see summary boxes (Yellow) similar to those below as you scroll down through your proposal. In this example, proposal changes were made to the “Proposal Rationale” and “Course Description” sections.

**ACCTG 204 | Principles of Accounting**

**Proposed**  
Effective Catalog Year  
2018

**Existing**  
Effective Catalog Year  
2017

**Course Description**  
Prefix  
ACCTG

**Changes**  
Number  
~~201~~ 204

Once you are ready to submit your proposal for approval, click on the “Submit for Approval” button on the right side menu.

**ACCTG 204 | Principles of Accounting** Draft | 2018

**Proposal Information**

Status  
Active

**Proposal Rationale**  
Testing "Proposal Changes" workflow.

**Workflow Status**  
Proposal Not Yet Submitted for Approval

**Changes**

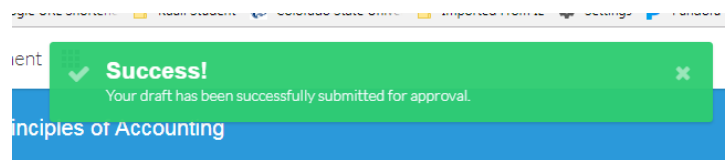
- Prerequisites
- Corequisites
- Proposal Rationale
- Start Term

**Right Side Menu:**

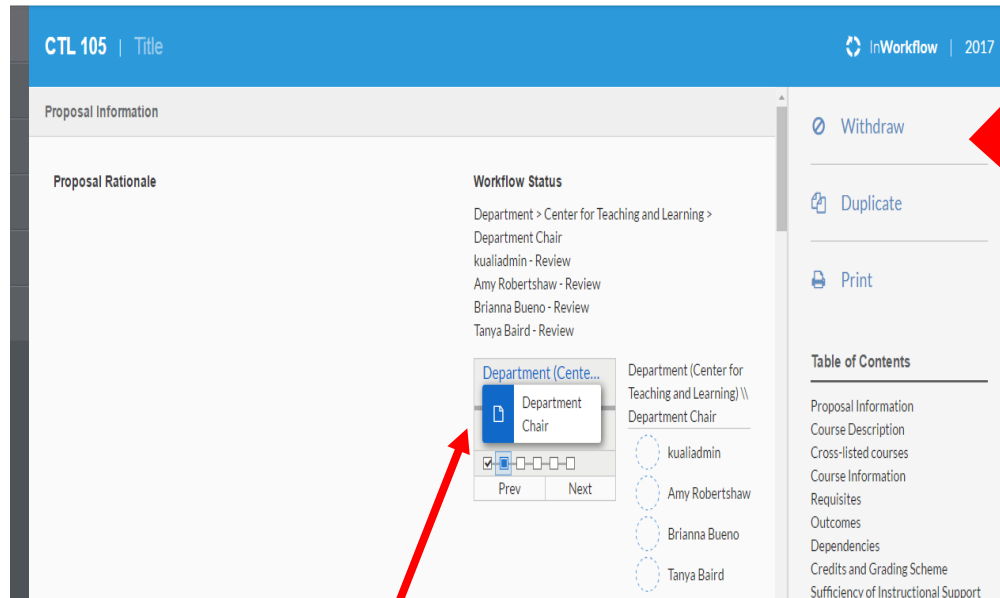
- Submit For Approval
- Edit
- Delete Proposal
- Sharing
- Addendum
- Duplicate

If additional edits are required prior to submittal, you can return to edit mode by clicking on the “Edit” button on the right side menu. Proposers cannot make changes to the original proposal once it is submitted. If future edits are required after submittal, you must 1) submit a new change proposal, or 2) contact an approver in the workflow to discuss changes needed (approvers have the option to make changes to the original proposal once it is in workflow). No additional edits to the original proposal will be accepted once final approval has been received by the Curriculum and Programs (CAP) Board.

Once you click on “Submit for Approval”, you will see a green box indicating “Success! Your draft has been successfully submitted for approval” will appear in the top middle of the screen. The orange bar will now change to blue, indicating your proposal is in workflow for approvals.



Your screen will change to display the information below once the proposal has been submitted.



This is a dynamic window that allows you to see who the current approver for the proposal is and who else needs to approve it down the line. Click on “Next” to see the next approver.

If you need to pull your proposal from the approval process at any time, you can do so by using the “Withdraw” button.

- This action will delete the proposal completely from the system and you will need to resubmit a new proposal in the future.
- Please note - the approvers will not be notified if this action is taken.

## Your proposal has been submitted!

Term clarification: Active = Current/Active course; Retired = Deleted; Inactive = Reserve

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