

# Undergraduate Program Proposal

## CSU Curriculum Management through CourseLeaf

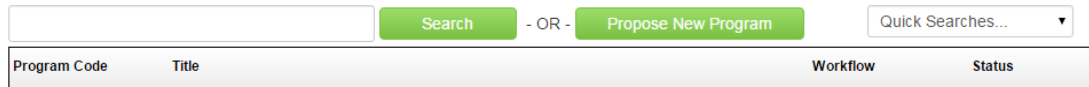
### Creating New Program Proposal (includes majors, minors, concentrations, and certificates)

1. Log into ARIESweb with your eID username and password.
2. Choose the “Curriculum Management (CIM) – Programs” link.
3. Click the “Propose New Program” button.

Search, edit, add, and deactivate programs.

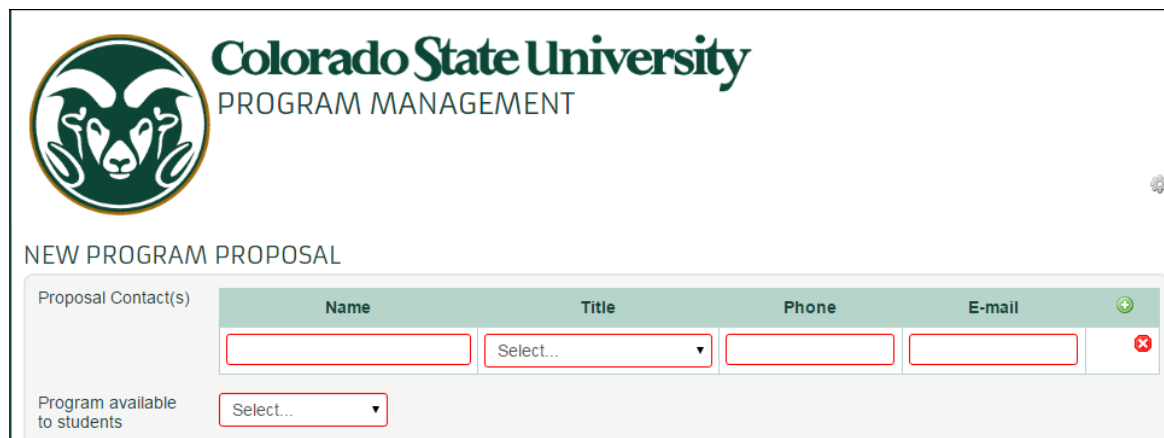
Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

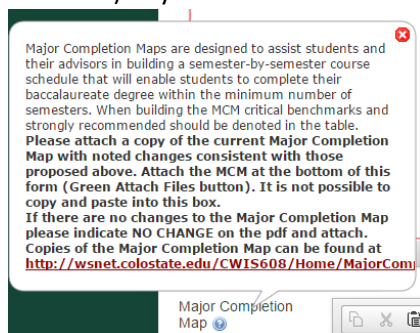


Program Code	Title	Workflow	Status
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4. The program proposal window will open.
5. To begin, enter the Proposal Contact information, the term for which the program could be available to students, and the other core details regarding the program. You can use the green plus-sign (+) to add additional proposal contacts.



6. Continue completing the form by filling in each required fields (outlined in red).
7. Utilize the Help bubbles ( ? ) throughout the form for additional information and assistance. Please also save your work as you go (using the gray “Save Changes” button at the bottom of the form). If your browser times out, work may be lost.



Major Completion Maps are designed to assist students and their advisors in building a semester-by-semester course schedule that will enable students to complete their baccalaureate degree within the minimum number of semesters. When building the MCM critical benchmarks and strongly recommended should be denoted in the table. **Please attach a copy of the current Major Completion Map with noted changes consistent with those proposed above. Attach the MCM at the bottom of this form (Green Attach Files button). It is not possible to copy and paste into this box.** If there are no changes to the Major Completion Map please indicate NO CHANGE on the pdf and attach. Copies of the Major Completion Map can be found at <http://wsnet.colostate.edu/CW15608/Home/MajorCom>

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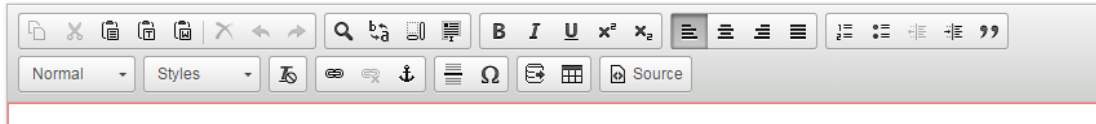
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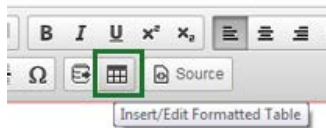
### Entering Program Requirements – Undergraduate Majors/Concentrations

To successfully enter program requirements, you will have to create a plan of study grid.

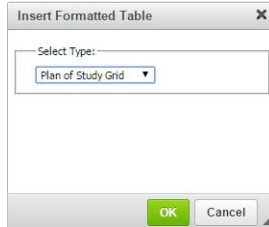
Program Requirements



1. Select the “Insert/Edit Formatted Table” button



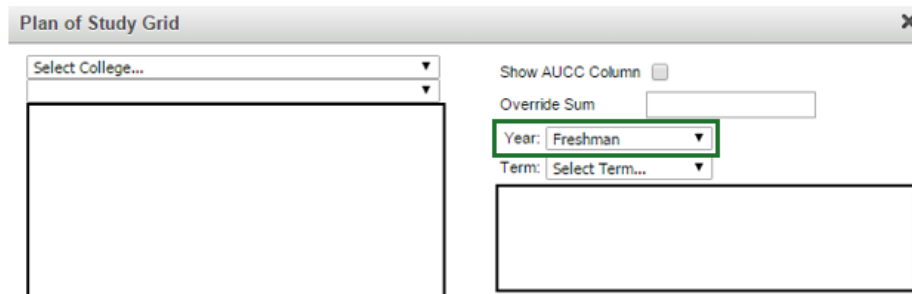
2. Select “Plan of Study Grid” from the drop down



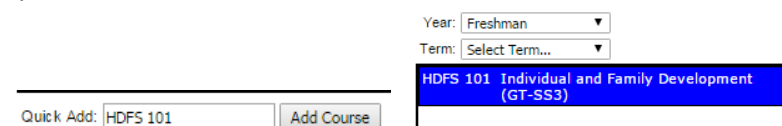
### Building a Plan of Study Grid

Enter the courses that make up the proposed program’s plan of study

3. Work through the proposed program’s plan of study by year
4. Choose the Year



5. Enter the courses that make up the plan of study for the chosen year. Selected courses will appear in the content area below the year. To select courses (A. or B. may be used):
  - A. Use the Quick Add field – Courses can be entered with their subject code (all capitals), a space, and then the course number.

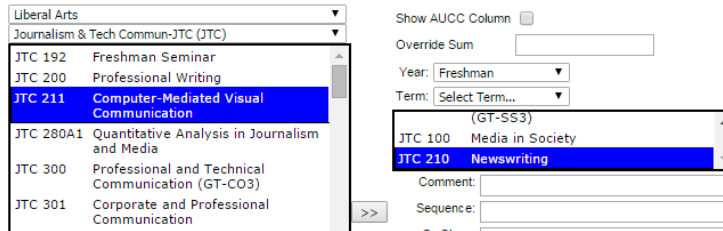


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**OR B.** Use the “Select College” drop down and subsequent “Select Department” drop down to select courses. You can either highlight to select and use the “>>” button, or double-click to move course into the grid.

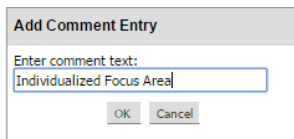


6. Courses can be removed from the plan of study content area for that year by selecting and using the “<<” button.

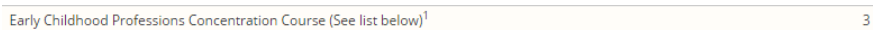
### Adding Course Information and Other Requirements (Groups of courses, lists, etc.)

Make any necessary notations regarding the courses using the provided fields, or add requirements that are not individual courses.

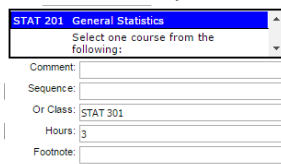
7. **Add Comment Entry** – this will allow you to enter requirements that may not be individual courses. For example, the proposed program may require 15 credits in an individualized focus area. This field may also be useful if students must select one course from a list of courses. If you are adding a selection list, please refer to the Hours (see item 12.) and Indent (see item 15.) sections.



8. **Override Sum** – Overrides the system’s automatic calculation of credit hours. This is useful if you have entered courses that have a range of credits (9-12), but the program total is to be listed as 120 credits.
9. **Comment** – Courses may have comments that will be listed in parentheses in the Plan of Study grid. For example, to point students to another list of courses, such as for a concentration.



10. **“Or” Class** – Allows you to list another course that can be chosen as an alternative for a requirement. Enter the subject code (all capitals) and course number. The second course will be listed after an “or” on the same line. Please note – the standard for these types of courses is “Select one course from the following” or “Select one group from the following”. See the Comment Entry (see item 7.) and Indent (see item 15.) sections to utilize these tools.



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**11. Hours** – Selected courses will already have the University Curriculum Committee approved credit hours. You can use this field to designate the number of credits required for a Comment Entry.

Year:   
 Term:   
 Comment:   
 Sequence:   
 Or Class:   
 Hours:   
 Footnote:

**12. Footnote** – allows you to add a footnote number to a course. You can create a footnote grid after completing the plan of study grid, which will appear immediately after the study grid.

**13. Indent checkbox** – allows you to identify those courses/requirements that should be indented (for example, courses that are in a list of potential credits. In the example below, the course list that begins with JTC 311 all are courses that are indented). This hides the credits so they are not listed or totaled. You will want to utilize the Hours field (see item 12.) in a Comment Entry line to indicate the number of credits needed to be selected from the list.

Select one course from the following to fulfill the Concept Course requirement:		3
<b>JTC 311</b>	History of Media	
<b>JTC 316/ETST 316</b>	Multiculturalism and the Media	
<b>JTC 411</b>	Media Ethics and Issues	4A,4B
<b>JTC 412</b>	International Mass Communication	
<b>JTC 413</b>	New Communication Technologies and Society	4A,4B
<b>JTC 414</b>	Media Effects	
<b>JTC 415</b>	Communications Law	4A,4B
<b>JTC 418</b>	Journalism, Peace, and War	
<b>JTC 419</b>	Food and Natural Resources Communication	
<b>JTC 456/LB 456</b>	Documentary Film as a Liberal Art	
<b>JTC 471</b>	Research for Public Communicators	
<b>JTC 326</b>	Online Writing and Journalism	3

**14. Cross Reference** – allows you to denote the same course that is offered with a different subject code (also known as Dual List). For example, JTC 456/LB 456. The cross reference course must be typed into the Cross reference field with the subject code (all capitals), a space, and then the course number.

Comment:   
 Sequence:   
 Or Class:   
 Hours:   
 Footnote:   
 AUCC4A  
 AUCC4B  
 AUCC4C  
 AUCC(Other):   
 Indent  
 Cross Reference:

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- 15. **Move Up and Move Down** – this will allow you to reorder the rows of the grid within a given year (freshman, sophomore, etc). Select a course in the content area, and use the “Move Up” and “Move Down” buttons to move it to your desired order. Most listings should be in alpha (A-Z) and numeric (100-999) order.
- 16. Courses that have been entered incorrectly or have not been approved, will appear as \*\*\*\* Course Not Found \*\*\*\*. If the course was entered incorrectly, remove the course from the content area and re-add the correct course. If the course has not been approved, it will populate once the course has been approved.

### AUCC Course Information

- 17. **For the Category 1-3 AUCC requirements** (Arts and Humanities, Biological and Physical Sciences, Mathematics, etc.) – You must enter these requirements as a Comment Entry (unless the program designates one class to take to fulfill this requirement). To accurately connect AUCC requirements to the correct page in the Catalog, paste the text below directly into the comment entry text field.

Which Requirement?	Put in Comment Entry Text	Hours field	AUCC(other) field
Mathematics	gened:mathematics:Mathematics	3	1B
Advanced Writing	gened:advanced-writing:Advanced Writing	3	2
Biological and Physical Sciences	gened:biological-physical-sciences:Biological and Physical Sciences	3-4	3A
Arts and Humanities	gened:arts-humanities:Arts and Humanities	3	3B
Social and Behavioral Sciences	gened:social-behavioral-sciences:Social and Behavioral Sciences	3	3C
Historical Perspectives	gened:historical-perspectives:Historical Perspectives	3	3D
Global and Cultural Awareness	gened:global-cultural-awareness:Global and Cultural Awareness	3	3E

### Example:

**Add Comment Entry**

Enter comment text:

Comment:

Sequence:

Or Class:

Hours:

Footnote:

AUCC4A     AUCC4B

AUCC4C

AUCC(other):

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**18. Show AUCC Column** – Checkmark this box (this will allow the AUCC courses in the plan of study grid to include the details of which AUCC requirement is being met).

CO 150	College Composition (GT-CO2)	1A	3
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**19. AUCC 4\* checkboxes and AUCC (other)** – These checkboxes allow you to designate a selected course as meeting an AUCC 4A/B/C requirement.

JTC 411	Media Ethics and Issues	4A,4B
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### Making Edits to the Selected Courses/Requirements

1. You can return to another year to add or remove courses.
2. You can make updates (for example, adding a Comment, Footnote, Cross Reference, etc.) to an already added course by selecting the year it was entered, and choosing it from the course listing. Once it is highlighted in blue, any edits to the other fields will be applied to that course.
3. After completing the plan of study for a given year, select a new year to finish the Plan of Study grid. Click the green “OK” button to insert the completed grid in the Program Requirements box. An example of a completed Plan of Study Grid is available at the end of this help document.
4. If further edits are required, you can double-click anywhere in the Plan of Study grid to reopen the grid editor

### Finishing the New Program Proposal

1. Complete the rest of the required proposal fields (outlined in red).
2. Upload a .pdf of the program’s Major Completion Map (MCM) with the corresponding changes shown on the document. If this is a new program, please contact the Degree and Transfer Evaluation unit of the Registrar’s Office at [degreeoffice@colostate.edu](mailto:degreeoffice@colostate.edu) for assistance in creating a MCM.
3. At any time throughout this process, you can choose the gray “Save Changes” button to save and come back to the proposal at a later time. Otherwise, once you’ve completed the form, choose the green “Start Workflow” button.
4. After submitting to “Workflow”, you may find the program by a search of “Added Programs”. You will not be able to edit the program.

### Questions?

For curriculum help, consult the Curricular Policies and Procedures Handbook available at [http://www.curriculum.colostate.edu/WebMIN/pdf/files/handbook08final\\_web.pdf](http://www.curriculum.colostate.edu/WebMIN/pdf/files/handbook08final_web.pdf) or contact your college University Curriculum Committee representative <http://facultycouncil.colostate.edu/committee-memberships-chairs/>.

For system or form support contact the Registrar’s Office at [Ro\\_Curriculum@mail.colostate.edu](mailto:Ro_Curriculum@mail.colostate.edu).

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### Example of Plan of Study Grid

This is a snapshot of completed entries in a Plan of Study Grid in the Program Requirements.

Plan of Study Grid			
<b>FRESHMAN</b>			
		AUCC	CREDITS
BZ 120	Principles of Plant Biology (GT-SC2)	3A	4
CO 150	College Composition (GT-CO2)	1A	3
LAND 110	Introduction to Landscape Architecture		3
LAND 120	History of the Designed Landscape		3
LAND 230	Drawing the Landscape		4
LAND 240	Fundamentals of Landscape Design Process		4
LAND 241	Environmental Analysis		3
MATH 126	Analytic Trigonometry (GT-MA1)	1B	1
Arts and Humanities		3B	3
Mathematics		1B	2
	<b>Total Credits</b>		<b>30</b>
<b>SOPHOMORE</b>			
CHEM 107	Fundamentals of Chemistry (GT-SC2)	3A	4
GEOL 120 or 122	Exploring Earth: Physical Geology (GT-SC2) The Blue Planet: Geology of Our Environment (GT-SC2)	3A	3
GEOL 121	Introductory Geology Laboratory (GT-SC1)	3A	1
LAND 220/LIFE 220	Fundamentals of Ecology (GT-SC2)	3A	3
LAND 360	Basic Landscape Design and Construction	4A	3
LAND 361	Digital Methods		3
LAND 362	Form and Expression in Garden Design	4B	3
LAND 363	Advanced Landscape Site Engineering		4
Select one course from the following:			5
LAND 454	Landscape Field Studies		
LAND 455	Travel Abroad-European Landscape Architecture		
NR 220	Natural Resource Ecology and Measurements		
PSY 100	General Psychology (GT-SS3)	3C	3
Global and Cultural Awareness		3E	3
	<b>Total Credits</b>		<b>35</b>
<b>JUNIOR</b>			
AREC 202 or ECON 202	Agricultural and Resource Economics (GT-SS1) Principles of Microeconomics (GT-SS1)	3C	3
LAND 364	Design and Nature		4
LAND 365	Landscape Contract Drawing and Specifications		3
LAND 366	Landscape Design Expression		4
LAND 444	Ecology of Landscapes		3
NR 315 or 323	Geospatial Applications in Natural Resources Remote Sensing and Image Interpretation		3-4
PHIL 345	Environmental Ethics		3
SOCR 240	Introductory Soil Science		4
SPCM 200	Public Speaking		3
	<b>Total Credits</b>		<b>30-31</b>
<b>SENIOR</b>			
BZ 223 or HORT 221	Plant Identification Landscape Plants		3-4
HORT 368/LAND 368	Landscape Irrigation and Water Conservation		3
LAND 392	Seminar-Designed Landscapes-Theory and Criticism		2
LAND 446	Urban Design		4
LAND 447	Comprehensive Landscape Design	4C	4
LAND 449	Professional Practice	4C	1
Historical Perspectives		3D	3
Electives			4
	<b>Total Credits</b>		<b>30-31</b>
	<b>Program Total Credits:</b>		<b>125-127</b>