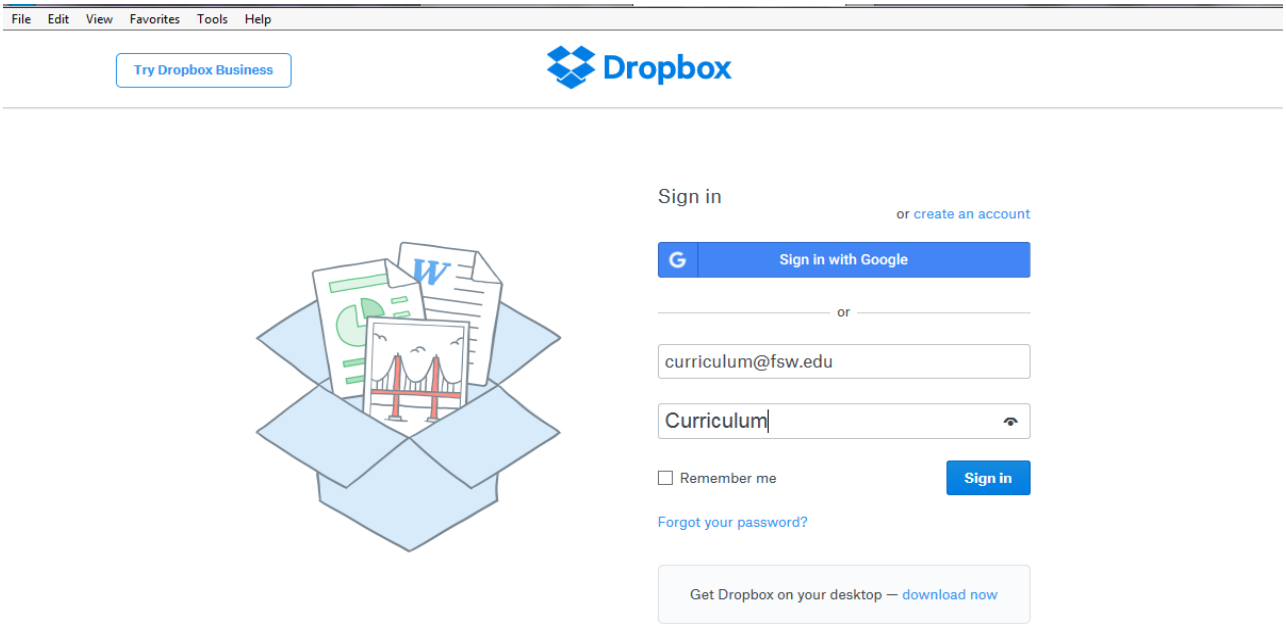
Uploading to Drop Box

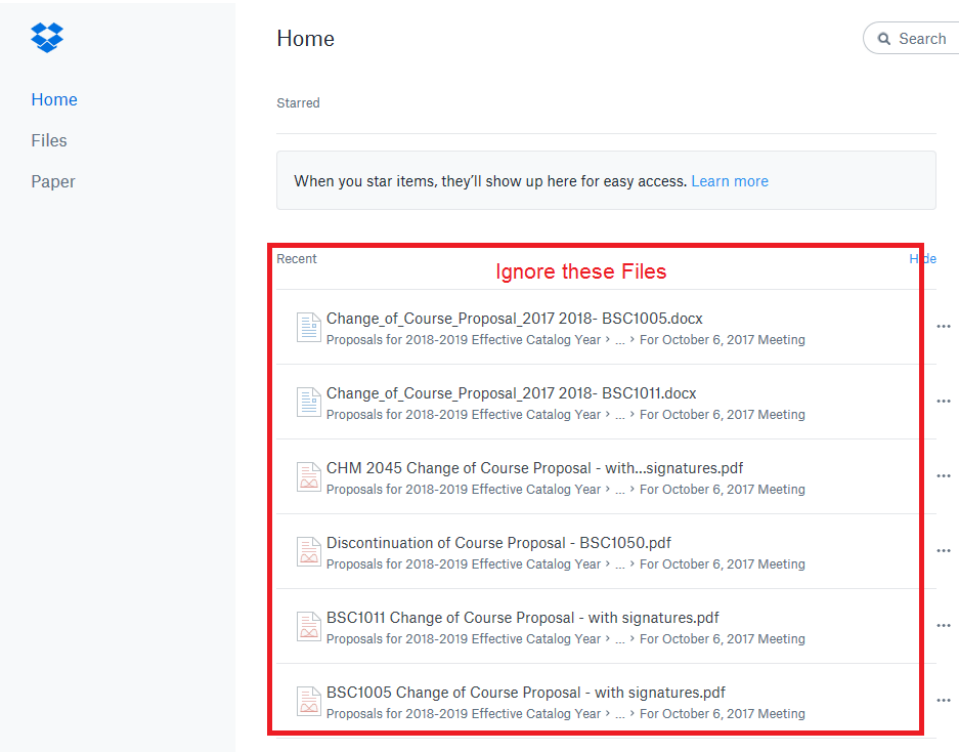
Log into Drop Box: www.dropbox.com

User Name: curriculum@fsw.edu

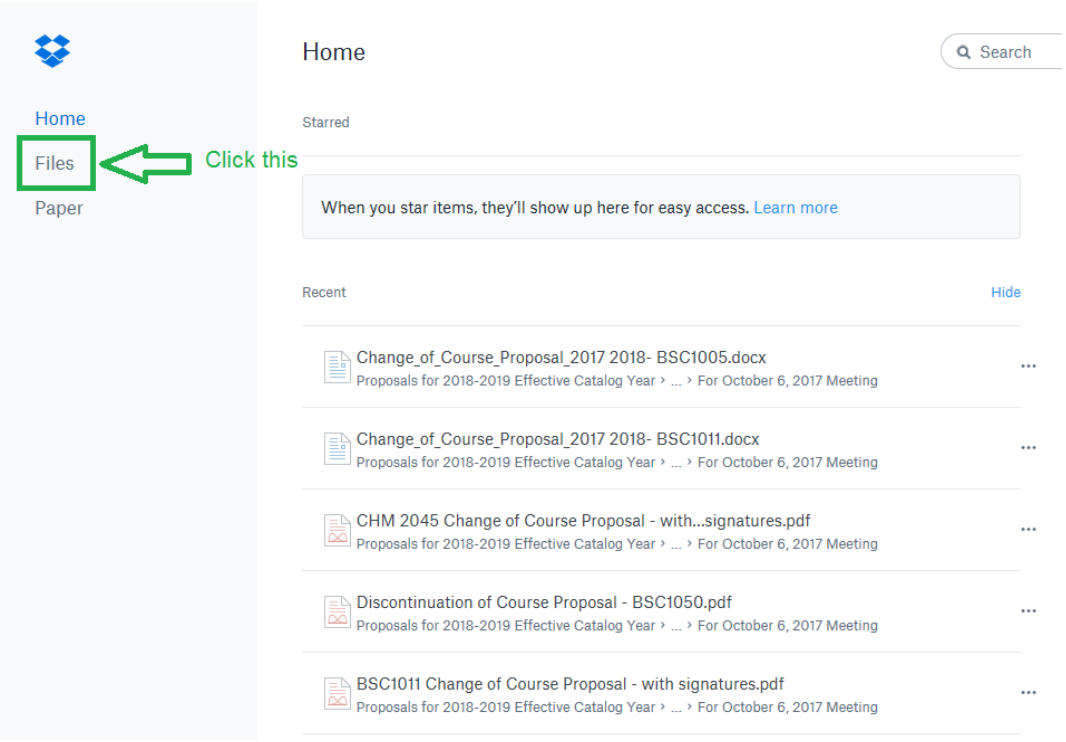
Password: Curriculum (C is Capital)



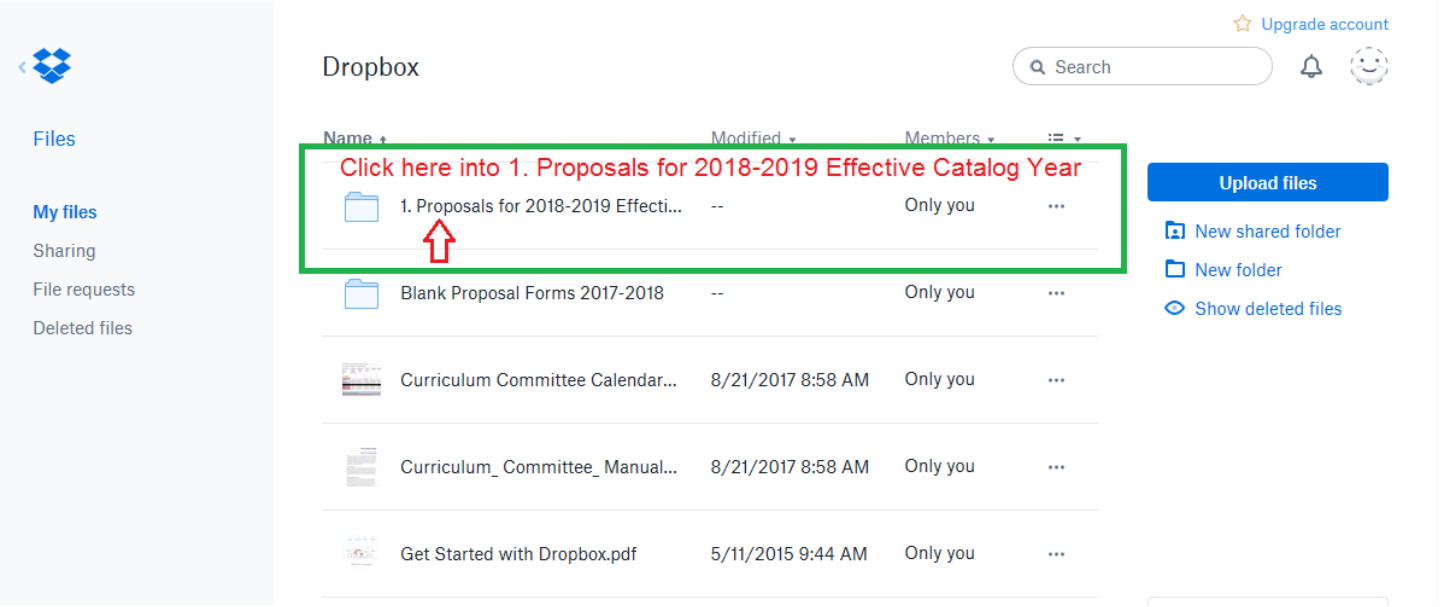
When You Enter, Ignore the 'Recent' if there are any. Please do not place new files in this area. See Below.



Click on Files

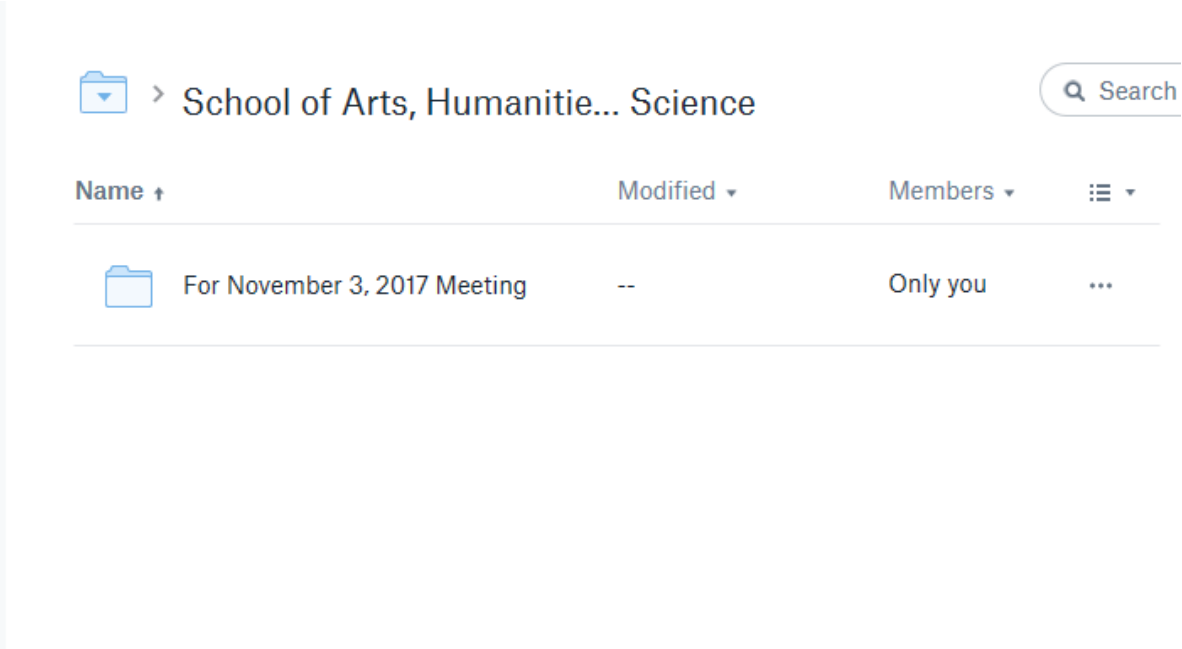


After getting to Files, Click into 1. Proposals for 2018-2019 Effective Catalog Year If you need the most updated/recent proposal form, you can open that file below 1. Proposals for 2018-2019 Effective Catalog Year (see end for directions to download files).

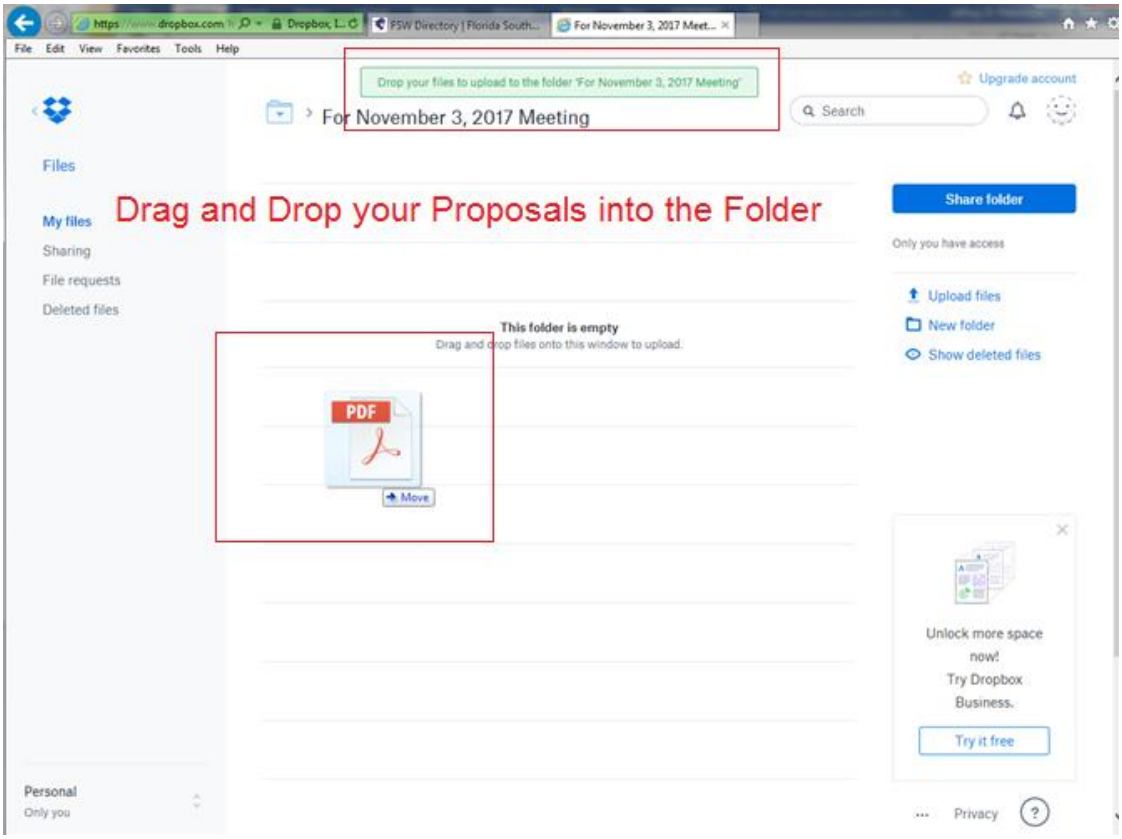


Once inside, find your School and Open File Location

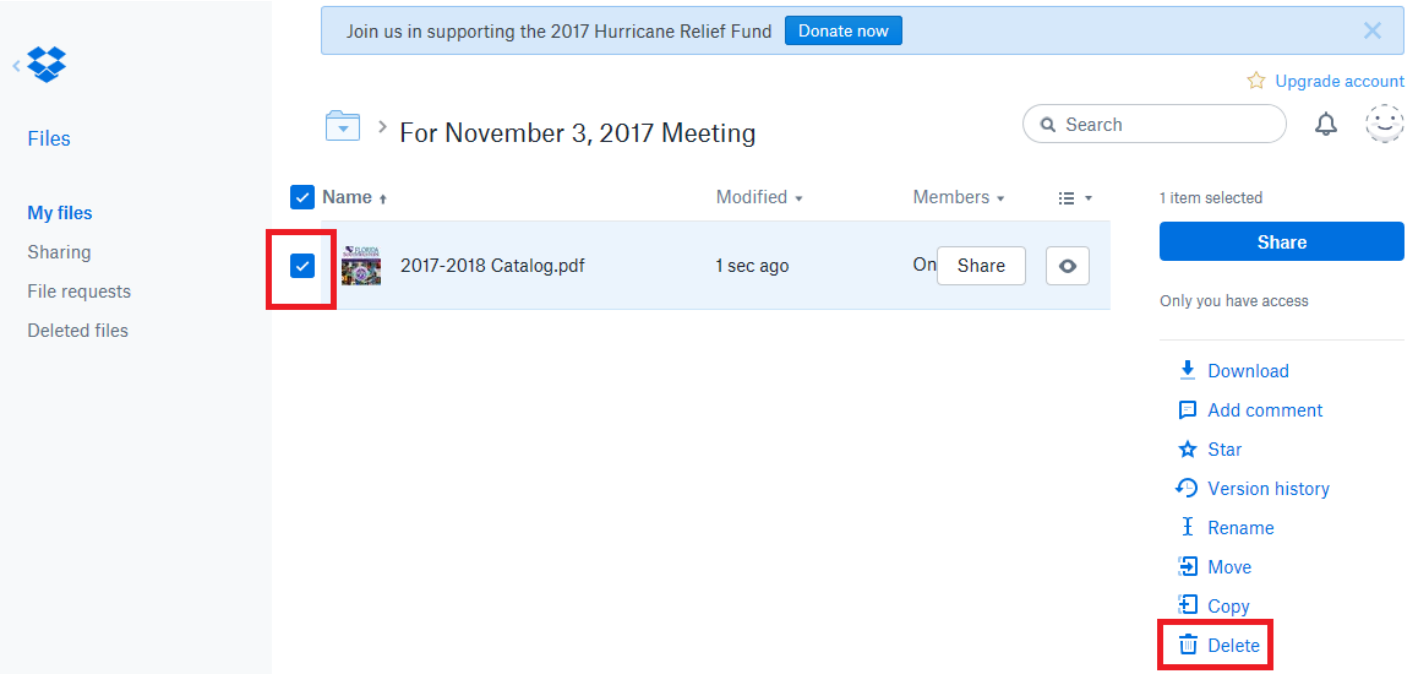
Inside your School Folder you will see the Folder for the upcoming meeting. Open this folder.



Once inside the folder, you can drag and drop your proposals inside

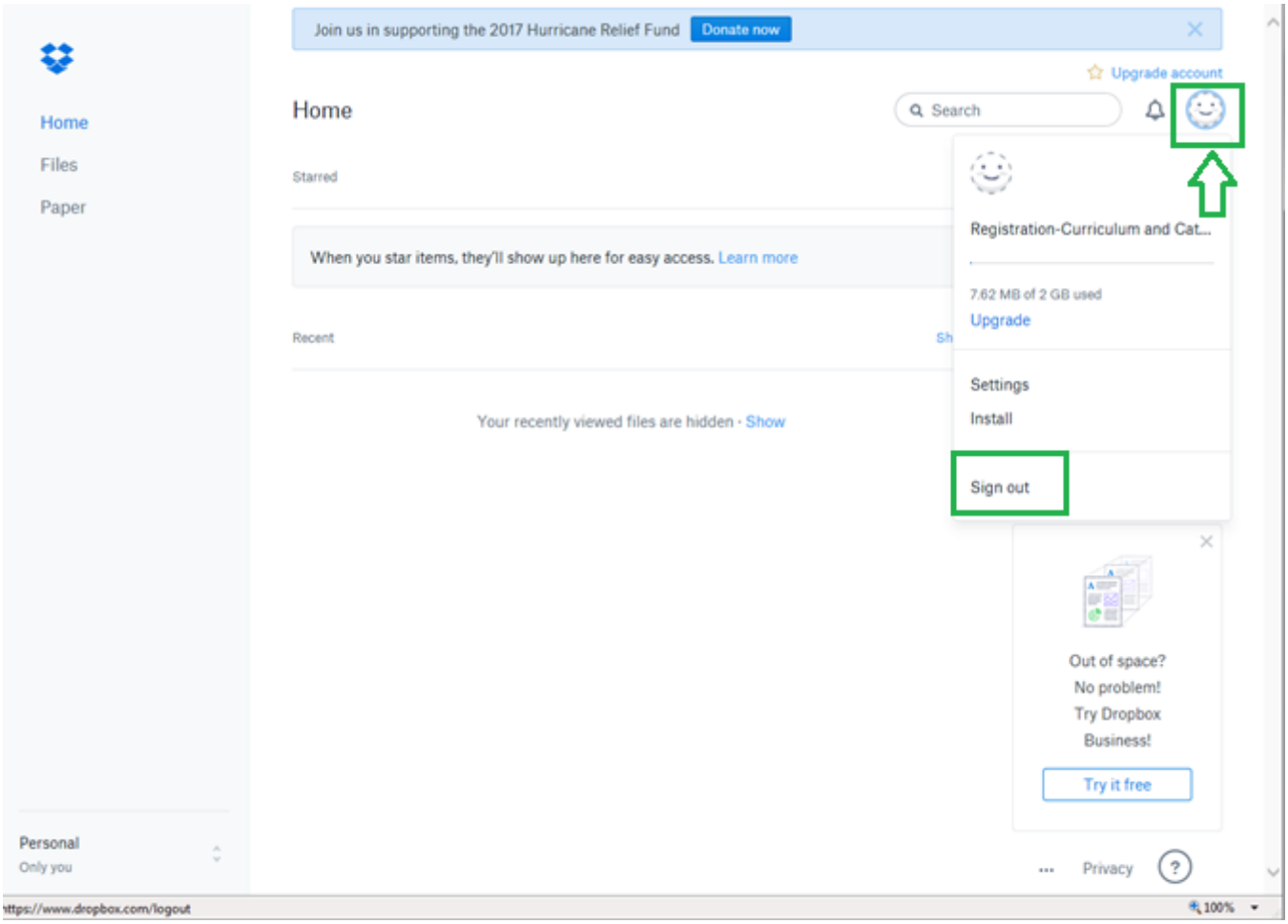


If you want to remove the file of a file that you just put in, make sure the check mark is checked to the left of the file, and click Delete.



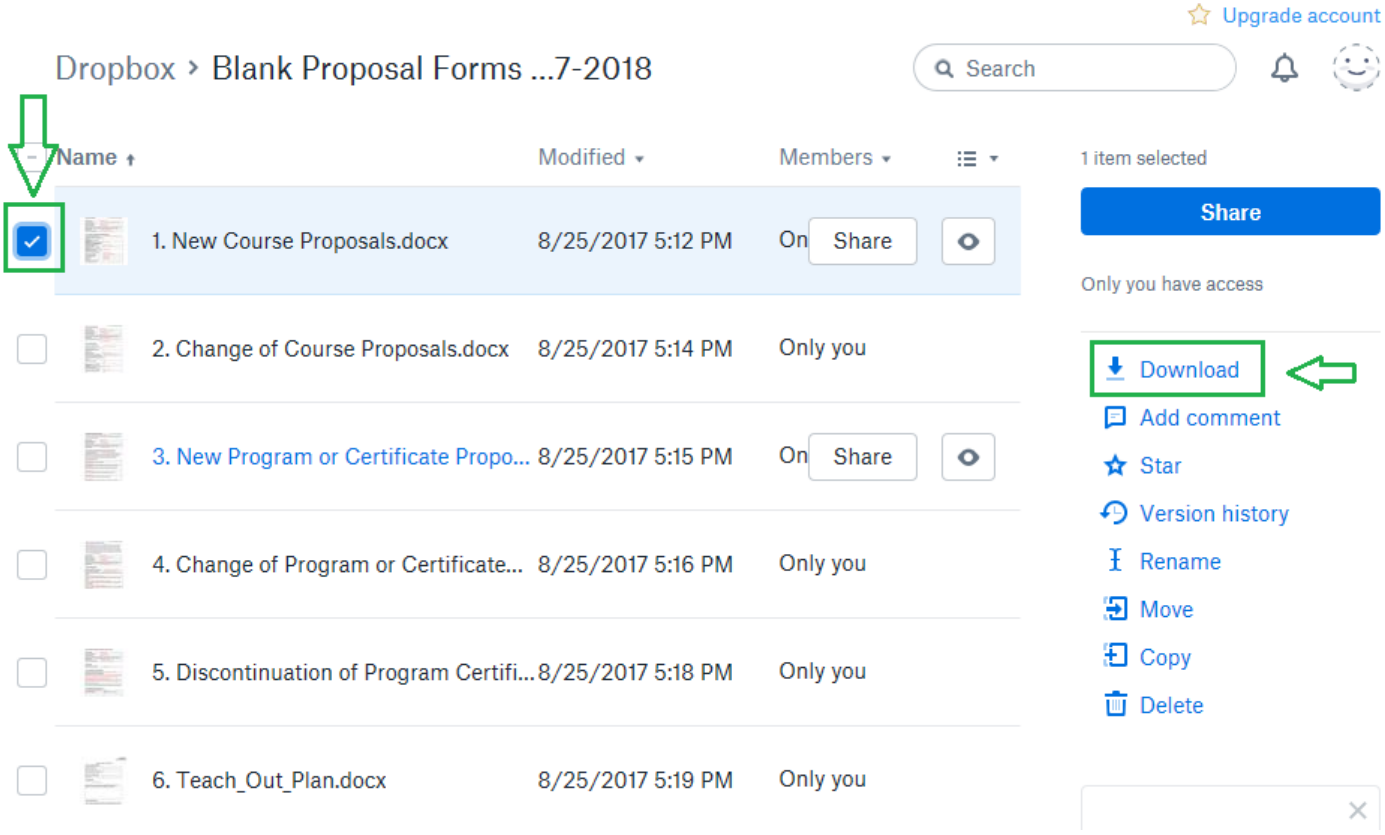
When you are done uploading files click on the drop box symbol in the top left corner to bring you to the Home Page.

When you are on the home page, go to the top right and click on the smile face. This will drop down to give you the sign out option. Sign out and you are done.

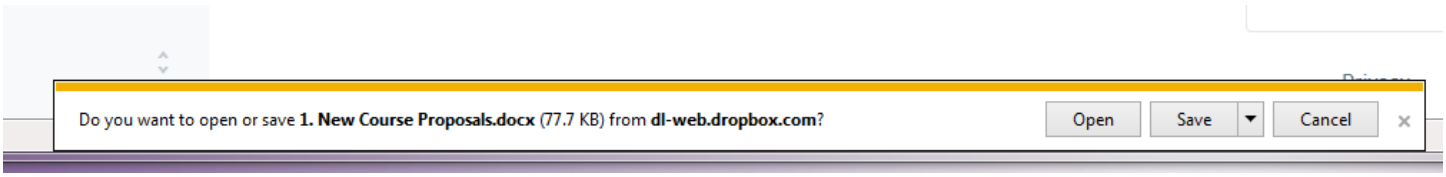


To Download Files

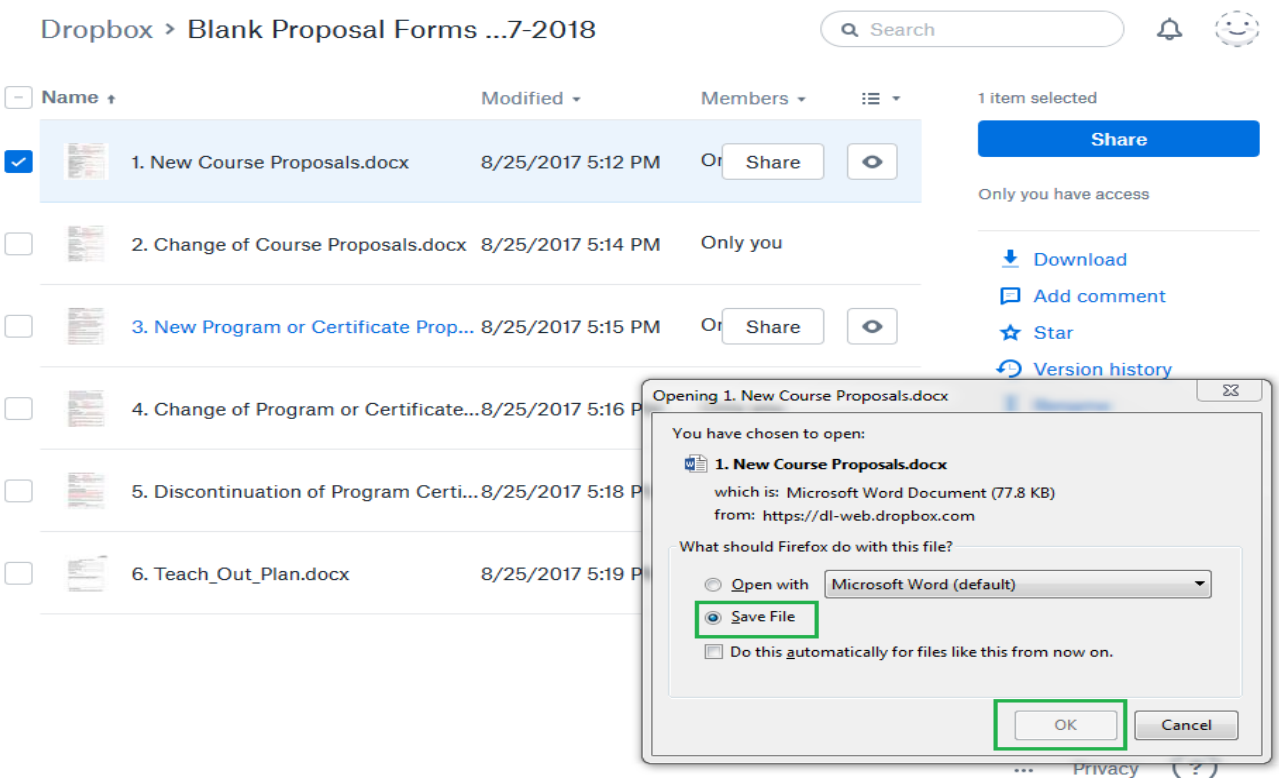
Make sure that the file you want is Blue Checked, then click Download.

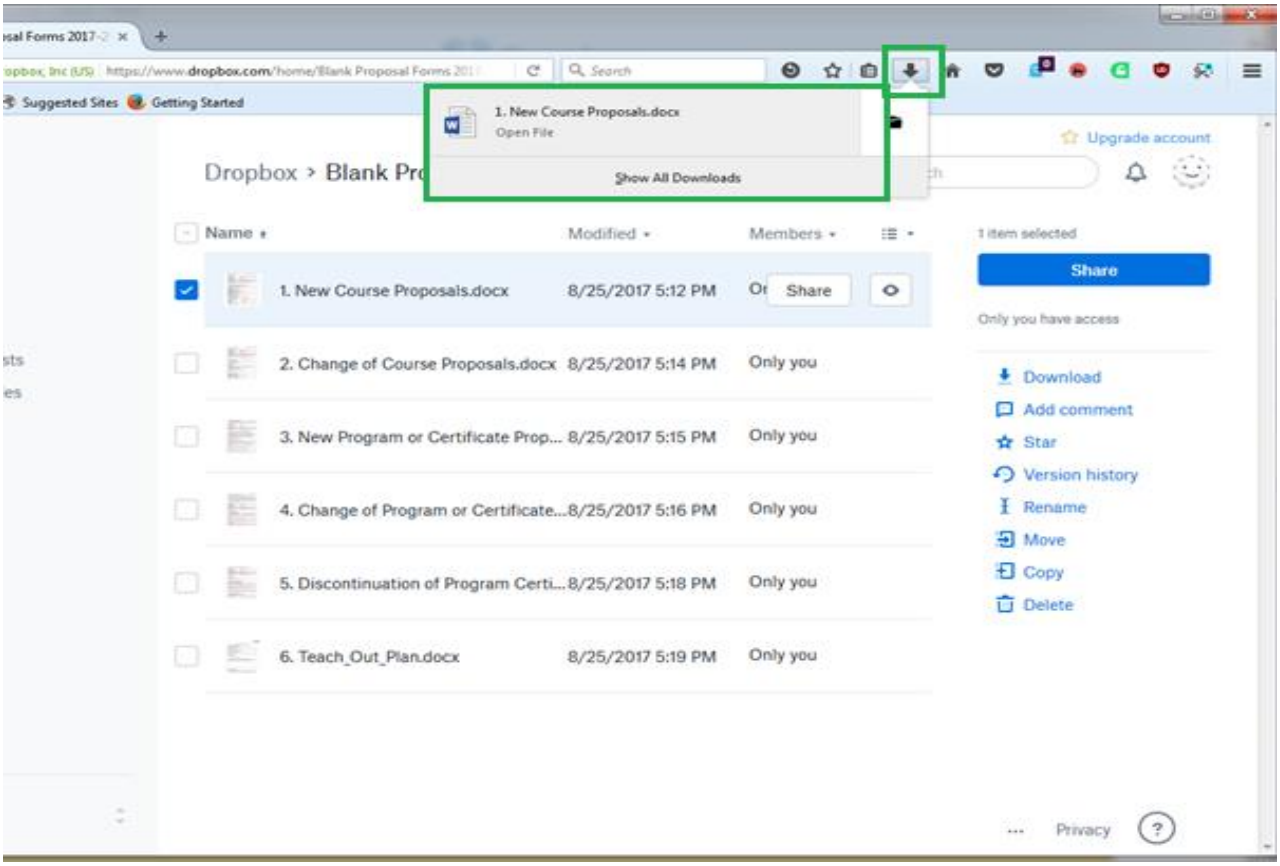


For Explorer, you will get this on the bottom of the page, click open. Once the file is open you can save to desk top fill out then drag and drop into you school file.

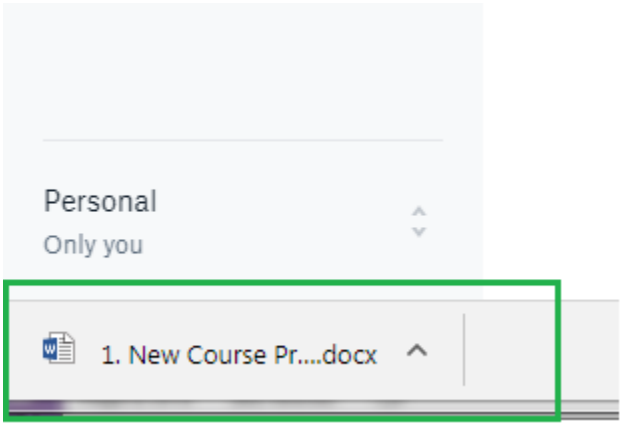


In FireFox, Save File, and click OK. Up top to your Download arrow and open the file then save to your desktop, fill in save then drag and drop into you school file.





<u>In Chrome, the file will appear in the Bottom Left Hand Corner, click on it and the document will open. (Enable Editing Mode) to fill in the form, save then drag-and-drop into you school file.</u>



File Tools View 1. New Course Proposals (2) (Protected View) - Word

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

School or Division	Choose an item.
Program or Certificate	List name of the new or existing program or certificate
Proposed by (faculty only)	List faculty name(s)
Promoter (faculty only)	List faculty name(s)
Note that the promoter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and must be submitted for a later date.	
Submission date	Click here to enter a date.
Course prefix, number, and title	List course prefix, number, and title

Section I, New Course Information (must complete all items)

List course prerequisite(s) and minimum grade(s) (must include minimum grade if higher than a "D").	List course prerequisite(s) and minimum grade(s)
Provide justification for the proposed prerequisite(s).	
Will student be taking any of the prerequisites listed for this course in different parts of the same term (ex. Term A and Term B)?	Choose an item.
List course co-requisites.	List course co-requisites.
Provide justification for the proposed co-requisite(s).	
Is any co-requisite for this course listed as a co-requisite on its paired course? (Ex. CMN 2010 is a co-requisite for CMN 2010L, and CMN 2010L is a co-requisite for CMN 2010)	Choose an item. List the co-requisite
Course credits or clock hours	List course credit or clock hours

Should any major restriction(s) be listed on this course? If so, select "yes" and list the appropriate major restriction code(s) or select "no".	Choose an item. List applicable major restriction codes
Is the course an "International or Diversity Focus" course?	Choose an item.
Is the course a General Education course?	Choose an item.
Is the course a Writing Intensive course?	Choose an item.
Is the course repeatable?* (A repeatable course may be taken more than one time for additional credits. For example, NAT 2011, a 3 credit hour course can be repeated 3 times and a student can earn a maximum of 9 credits). *Not the same as Multiple Attempts or Stacks Registration.	Choose an item. If repeatable, list maximum number of credits
Do you expect to offer this course three times or less (experimental)?	Choose an item.

Impact of Course Proposal	
Will this new course proposal impact other courses, programs, departments, or budgets?	Choose an item.
If the answer to the question above is "yes", list the impact on other courses, programs, or budgets?	List impacts here
Have you discussed this proposal with anyone (from other departments, programs, or institutions) regarding the impact? Were any agreements made? Provide detail information below.	
Provide detail information here	

Section II, Justification for proposal

Provide justification (below) for this proposed curriculum action.	
Type in justification here	

Select Curriculum Committee Meeting Date	

All Curriculum proposals require approval of the Curriculum Committee and the Provost. Final approval or denial of a proposal is reflected on the completed and signed proposal.

☐ Approve ☐ Do not approve

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