SPECIAL TOPIC COURSE PROPOSAL
### (2021 New Special Topic 2.0 Form)

A. Understand the structure of the form and the icons

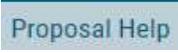A1. Hover each icon to reveal the descriptions: to preview the form or to start the proposal.

A2. The proposal form has four sections.

Each section can be collapsed or be expanded by clicking either the section title or the ︿ (to shorten the form for quick access), or the ﹀ (to look up the course shell reference in Area A).
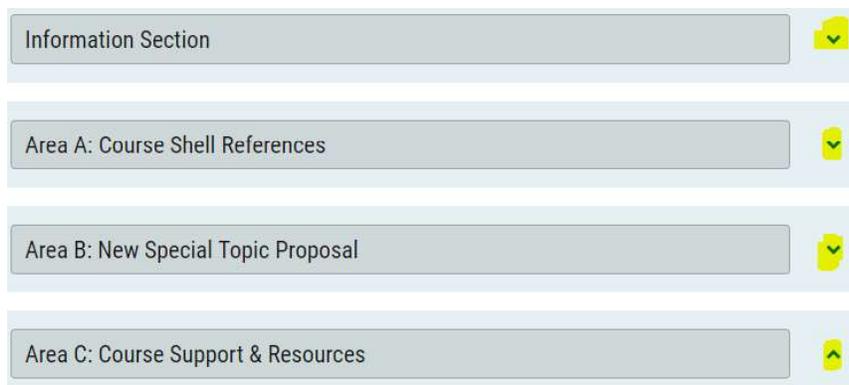
A3. The icons and Help Text

Icon on the [Left page]:

○○○○○	hover each bubble to show the step status. The first hallow bubble is the current working step. Refer to the Workflow tab on the [right page] for detail.
Run Impact Report	you don't need to use this for the special topic proposal.
Proposal Help	click on to reveal the context.
🖨	print a PDF copy of the entire proposal with options to include other information.

Icon on the [Right page]:
The description is next to each icon.
The icons on the rightmost vertical column are tabs for 8 modules. For a special topic proposal, only three will be used:
Discussion (comments), **Workflow Status**, and **Decisions**.

B. Search and Import Course Shell Data to the Proposal

B1. Click on the icon ✔ to start.

.........Continue to next page

B2. Enter the prefix and the code of the special topic shell course, and tap [Search].
If you are not sure the code, just enter the prefix and look up the course from the result.
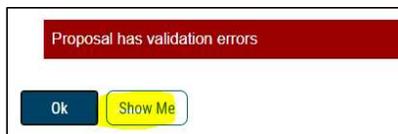
Prefix

Code

Name

Source

Data_for_Curriculog

Exclude previously imported results ☐

Search

B3. Preview the selected course description (to make sure it is the course shell you want): ⬆
Then click on one of the buttons.
Repeat steps B2 and B3 until you locate the course shell and build the proposal.

Build Proposal   Return to Search

C. Validate and Launch the Proposal

C1. The proposal is opened.
Hover and click the highlighted icons:

⬆ Import   📄 Run Impact Report   💾 Save All Changes   🚀 Validate and Launch Proposal

Proposal Help

Proposal has validation errors

Ok   Show Me

C2. Answer the question.
If you are not sure, either look up the course catalog on GET or ask the assistant to the college Associate Dean.

Has this topic been offered previously?*

○ Yes ○ No   Has this topic been offered previously? is required

If yes, STOP here. You don't need to work on this proposal. Check with your Department Chair or College Associate Dean.

If the confirmed answer is no, click the icons in sequence:

1 💾 Save All Changes   2 🚀 Validate and Launch Proposal   3 Launch Proposal   Cancel

...Continue to next page

C3. Now the proposal has the status bubbles ○○○○○
Refer to A2 above to collapse the first two sections.
Follow the diagram, completion Sections C and D as needed.