



OnBase Curriculum Workflow User Guide

This user guide provides instructions for submitting and approving undergraduate curriculum proposals.
This guide also provides helpful tips and resources for curriculum proposal requirements.

*Please contact Jayne Ramirez (jayramirez@csufresno.edu)
for any questions regarding curriculum processes.*

Updated 06/11/2021

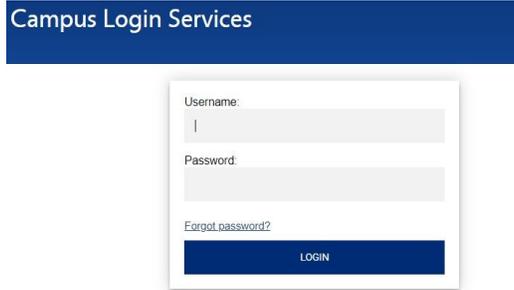
Created 09/03/2020

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How to Login to OnBase

1. Sign in to the My Fresno State Portal (<https://ps.fresnostate.edu>) using your Fresno State **username** and **password**, click the **login** button.



Campus Login Services

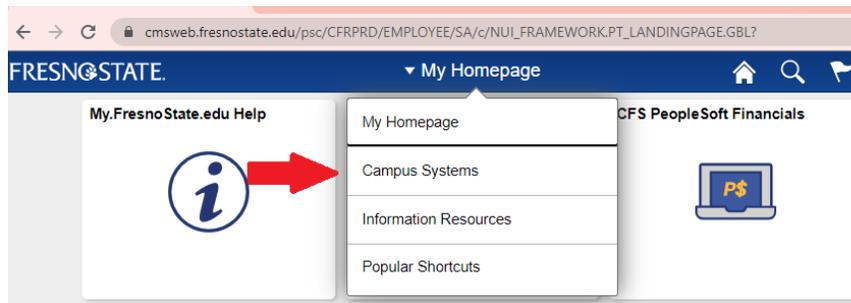
Username:
|

Password:
|

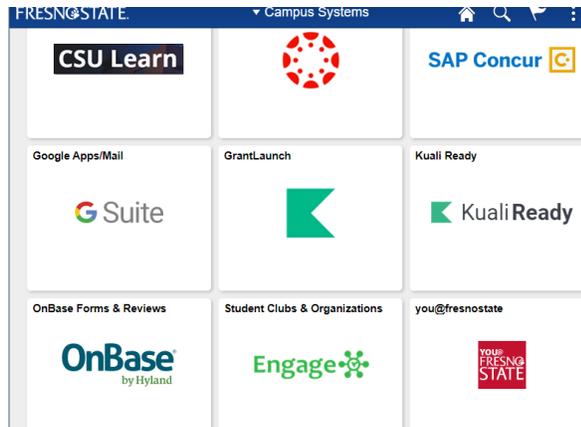
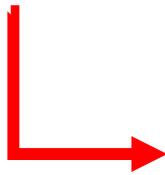
[Forgot password?](#)

LOGIN

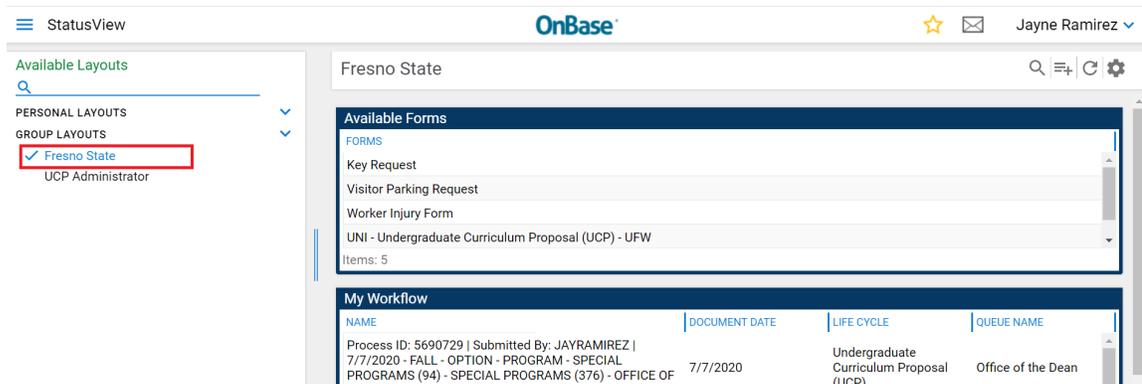
2. At the top blue bar select **Campus Systems** from the middle dropdown menu.



3. Select the **OnBase** icon.

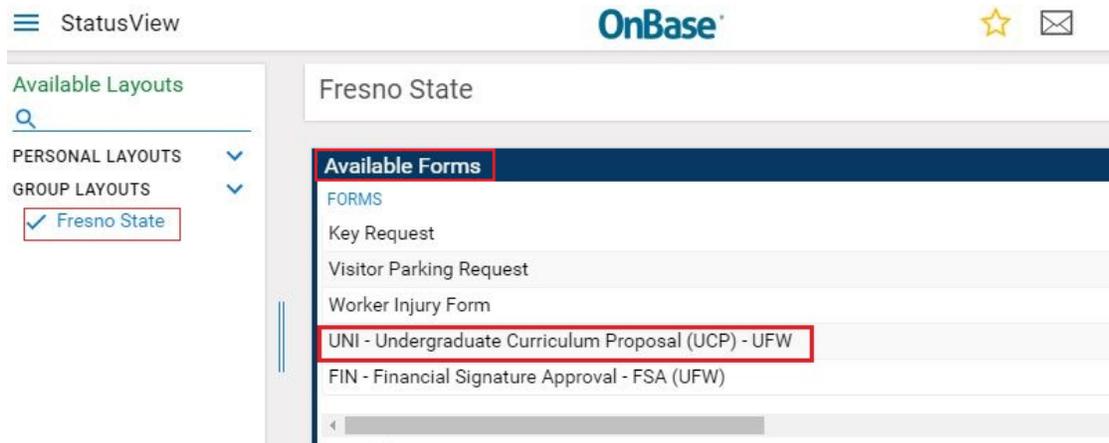


4. Under **Group Layouts**, **Fresno State** should be selected to view your OnBase Portal. This portal allows access to the Curriculum Workflow System.



How to Submit a Course Proposal

1. Under **Available Forms** double-click **UNI-Undergraduate Curriculum Proposal (UCP) - UFW**



2. A New Form will popup. Select **Course Proposal**.

The screenshot shows a browser window titled 'New Form - Google Chrome' with the URL 'imaging.fresnostate.edu/AppNet/NewUnityForm.aspx'. The page features the Fresno State logo and the title 'Undergraduate Curriculum Proposal (UCP)'. Below the title, there is a section for 'UNI - Undergraduate Curriculum Proposal (UCP)'. A note states: 'Please follow Procedures for [Curriculum Changes and Catalog Copies](#)'. Another note says: 'Proposals must be approved by the Undergraduate Curriculum Committee and processed by Office of the Dean of Undergraduate Studies by April 1 in order to be effective for the next academic year catalog.' Under the heading 'I would like to submit a:', there are two radio buttons: 'Program Proposal' and 'Course Proposal'. The 'Course Proposal' radio button is selected and highlighted with a red box. Below this are fields for 'Process ID', 'Create Date' (07/29/2020), 'College / School Name', 'Academic Organization', 'Effective Term', and 'Year'. At the bottom, there is an 'Actions' section with a 'Ready to Submit' checkbox and a 'Save' button.

3. A **Request Type** dropdown menu will appear. Select the Course Request Type.

Complete the next steps based the **Request Type** Selected:

- **New Course** (page 5)
- **Course Revision** (page 7)
- **Deactivation** (page 9)
- **Reactivation** (page 11)
- **T-Course Conversion** (page 13)

The screenshot shows the 'Request Type' dropdown menu in the 'New Form' window. The 'Request Type' label is highlighted with a red box. The dropdown list is open, showing the following options: 'New Course', 'Course Revision', 'Deactivation', 'Reactivation', and 'T-Course Conversion'. A red arrow points to the dropdown arrow. The background shows the 'I would like to submit a:' section with 'Course Proposal' selected.

New Course Proposal Process

1. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
2. Select the appropriate **College/School** and **Academic Organization** and requested **Effective Term** and **Year**.
3. Complete the **Course Proposal** section.

I would like to submit a:
 Program Proposal Course Proposal

Request Type
New Course ▼

Does this request affect other departments on Campus?
 Yes No

Process ID (Office Use Only) **Create Date**

College / School Name ▼ **Academic Organization** ▼ **Effective Term** ▼ **Year** ▼

Course Proposal

Subject **Catalog Number** **Units Min** **Units Max** Repeatable

Course Short Title (16 character limit) **Course Long Title (80 character limit)**

Is Course Cross-Listed? Yes No *Cross-listed courses will share the same course ID and Title*

Course Classification CS#1 **Course CS# 2 (Lab Activity)**

Enrollment Limit Per Section **Course Offered** ▼ **Grading Basis** ▼

Catalog Description
Limit course description to 600 characters, using succinct phrases rather than narrative sentences. Include prerequisites, limitation, lecture/lab hours. For conversion courses also include the former catalog number, e.g., (Formerly Biol 185T section). Indicate "Not open to..." statement if appropriate.

Enter the Catalog Description including the above information here.

Select Course Designation(s) that would apply to proposal

| | | | | |
|---|---|------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Service Learning Outcome | <input type="checkbox"/> Writing Course | <input type="checkbox"/> GE Course | <input type="checkbox"/> M/I Course | <input type="checkbox"/> Online Course |
|---|---|------------------------------------|-------------------------------------|--|

Course designation requests will be forwarded after review by the University Undergrad Committee

4. Upload all required documents

Please upload the following documents:

Memo of Support *
Memo of Support
 A memo is required only if the proposal affects another department.

Justification *
Justification
 Use the [Justification Form](#) found on the Undergraduate Studies Website under Curriculum / Undergraduate Program and Course Development.

New Syllabus *
New Syllabus
 [Syllabus](#) assistance and template can be found on the Undergraduate Studies Website under Curriculum / Course Instruction. References to ensure syllabus is compliant: [APM 232](#) and [APM 241](#)

5. Submit the proposal or Save for later.

To **Submit** the proposal, check **Ready to Submit** and hit **Submit**.

Actions

Ready to Submit

To save a proposal for a later time, hit the **Save** button. It automatically save and close. Go to page 21 for instructions on how to retrieve the proposal.

Actions

Ready to Submit

6. An email confirmation with a Process ID will be received after the proposal has been submitted.

Example:

UCP: Process ID 5715913 – AGRI 100H Successfully Submitted >  

Forms@csufresno.edu
to jayramirez

Thu, Jul 23, 11:20 AM (6 days ago) ☆ ↶ ⋮

FRESNO STATE | Discovery. Diversity. Distinction.

Your curriculum proposal for Process ID: 5715913 - AGRI 100H has been **successfully submitted**. You can check the status of your proposal in the [OnBase Web Client](#).

For any questions regarding this process, please contact Jayne Ramirez (jayramirez@mail.fresnostate.edu) at the Office of the Dean of Undergraduate Studies or call the office at (559) 278-4468.

Course Revision Proposal Process

1. Enter **Course Catalog ID**. Selection will narrow as you enter the text. Once Selected, existing course information will autofill on the form.
2. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
3. Select the requested **Effective Term and Year**.

Request Type: Course Revision

Does this request affect other departments on Campus? Yes No

Process ID: [] Create Date: 07/30/2020

College / School Name: [] Academic Organization: []

Course Catalog ID dropdown menu:

- EN
- ENGL 1L (003346)
- ENGL 2 (000937)
- ENGL 5A (018431)
- ENGL 5B (018432)
- ENGL 10 (018433)
- ENGL 10H (018754)
- ENGL 20 (000938)

I would like to submit a:

Program Proposal Course Proposal

Request Type: Course Revision

Course Catalog ID: ENGL 10 (018433)

Does this request affect other departments on Campus? Yes No

Process ID: [] Create Date: 07/30/2020

College / School Name: ARTS AND HUMANITIES (48)

Academic Organization: ENGLISH (254)

Effective Term: [] Year: []

Course Proposal

Existing Course Information

| Subject | Catalog Number | Units Min | Units Max |
|---------|----------------|-----------|-----------|
| ENGL | 10 | 3 | 3 |

Course Short Title: ACC ACAD LITERACY

Course Long Title: ACCELERATED ACADEMIC LITERACY

Course Classification CS#1: 04

Course CS#2 (Lab/Activity): []

4. Complete the **Proposed Course Information** section for area(s) requesting to be updated.

Proposed Course Information

Is Course Cross-Listed? Yes No *Cross-listed courses will share the same course ID and Title*

Catalog Description
Limit course description to 600 characters, using succinct phrases rather than narrative sentences. Include prerequisites, limitation, lecture/lab hours. For conversion courses also include the former catalog number, e.g., (Formerly Biol 185T section). Indicate "Not open to..." statement if appropriate.

Enter the Clean Catalog Copy including the above information here.

Has this course description been updated? Yes No

Subject: [] Catalog Number: [] Units Min: [] Units Max: [] Repeatable:

Course Short Title (16 character limit): [] Course Long Title (80 character limit): []

Course Classification CS#1: [] Course CS #2 (Lab/Activity): [] Grading Basis: [] Prerequisites:

Select Course Designation(s) that would apply to proposal

Service Learning Outcome: Writing Course: GE Course: MI Course: Online Course:

Course designation requests will be forwarded after review by the University Undergrad Committee

4. **Upload** all required **documents**.

Please upload the following documents:

Memo of Support *
Memo of Support
 A memo is required only if the proposal affects another department.

Catalog Requirement with Copy Edits *
Catalog Requirement
 Copy of the current catalog description should include strikethrough of old language and underlining of new language.

Justification *
Justification
 Use the [Justification Form](#) found on the Undergraduate Studies Website under Curriculum / Undergraduate Program and Course Development.

New Syllabus *
New Syllabus
 [Syllabus](#) assistance and template can be found on the Undergraduate Studies Website under Curriculum / Course Instruction. References to ensure syllabus is compliant: [APM 232](#) and [APM 241](#)

Old Syllabus *
Old Syllabus
 An old syllabus is required if there has been a unit change for the course.

5. **Submit** the proposal or **Save** for later.

*To **Submit** the proposal, check **Ready to Submit** and hit **Submit**.*

Actions

Ready to Submit

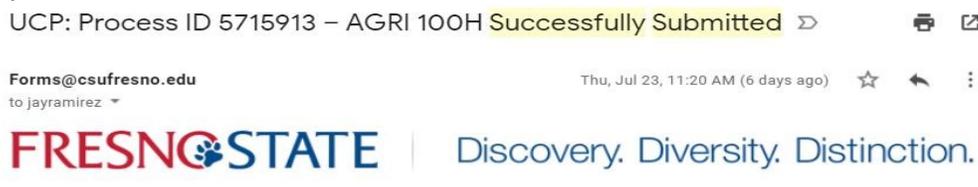
*To save a proposal for a later time, hit the **Save** button. It will automatically save and close. Go to page 21 for instructions on how to retrieve the proposal.*

Actions

Ready to Submit

6. An **email confirmation** with a **Process ID** will be received after the proposal has been submitted.

Example:



Your curriculum proposal for Process ID: 5715913 - AGRI 100H has been **successfully submitted**. You can check the status of your proposal in the [OnBase Web Client](#).

For any questions regarding this process, please contact Jayne Ramirez (jayramirez@mail.fresnostate.edu) at the Office of the Dean of Undergraduate Studies or call the office at (559) 278-4468.

Course Deactivation Process

1. Enter **Course Catalog ID**. Selection will narrow as you enter the text. Once Selected, all existing course information will autofill on the form.
2. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
3. Select the requested **Effective Term** and **Year**.

Request Type: Deactivation

Does this request affect other departments? Yes No

Process ID: [] Create Date: 08/11/2020

College / School Name: [] Academic Organization: []

Course Catalog ID

- EN
- ENGL 1L (003346)
- ENGL 2 (000937)
- ENGL 5A (018431)
- ENGL 5B (018432)
- ENGL 10 (018433)
- ENGL 10H (018754)
- ENGL 20 (000938)

Course Proposal

I would like to submit a:

Program Proposal Course Proposal

Request Type

Deactivation

Course Catalog ID

ENGL 10 (018433)

Does this request affect other departments on Campus?

Yes No

Process ID

[]

Create Date

08/05/2020

College / School Name

ARTS AND HUMANITIES (48)

Academic Organization

ENGLISH (254)

Effective Term

[]

Year

[]

Course Proposal

Existing Course Information

Subject

ENGL

Catalog Number

10

Units Min

3

Units Max

3

Course Short Title

ACC ACAD LITERACY

Course Long Title

ACCELERATED ACADEMIC LITERACY

Course Classification CS#1

04

Course CS#2 (Lab/Activity)

[]

4. **Upload** all required documents.

Please upload the following documents:

Memo of Support *

Memo of Support

Attach

A memo is required only if the proposal affects another department.

Justification *

Justification

Attach

Use the [Justification Form](#) found on the Undergraduate Studies Website under Curriculum / Undergraduate Program and Course Development.

5. **Submit** the proposal or **Save** for later.

To **Submit** the proposal, check **Ready to Submit** and hit **Submit**.



The screenshot shows a grey header bar with the word "Actions" in white. Below it, on a white background, there is a checked checkbox next to the text "Ready to Submit" and a grey button labeled "Submit".

To save a proposal for a later time, hit the **Save** button. It will automatically save and close. Go to page 21 for instructions on how to retrieve the proposal.



The screenshot shows a grey header bar with the word "Actions" in white. Below it, on a white background, there is an unchecked checkbox next to the text "Ready to Submit" and a grey button labeled "Save".

6. An **email confirmation** with a **Process ID** will be received after the proposal has been submitted.

Example:

UCP: Process ID 5715913 – AGRI 100H Successfully Submitted   

Forms@csufresno.edu
to jayramirez ▾

Thu, Jul 23, 11:20 AM (6 days ago) ☆ ↶ ⋮

FRESNO STATE | Discovery. Diversity. Distinction.

Your curriculum proposal for Process ID: 5715913 - AGRI 100H has been **successfully submitted**. You can check the status of your proposal in the [OnBase Web Client](#).

For any questions regarding this process, please contact Jayne Ramirez (jayramirez@mail.fresnostate.edu) at the Office of the Dean of Undergraduate Studies or call the office at (559) 278-4468.

Course Reactivation Process

1. Enter **Last Semester Offered** — term and year
2. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
3. Select the appropriate **College/School** and **Academic Organization** and requested **Effective Term and Year** .

I would like to submit a:
 Program Proposal Course Proposal

Request Type: Last Semester Offered:

Does this request affect other departments on Campus?
 Yes No

Process ID: Create Date:

College / School Name: Academic Organization: Effective Term: Year:

4. Complete the **Course Proposal** Section with the course information requesting to be reactivated.

Course Proposal

Subject: Catalog Number: Units Min: Units Max: Repeatable

Course Short Title (16 character limit): Course Long Title (80 character limit):

Is Course Cross-Listed?
 Yes No

Course Classification CS#1: Course CS# 2 (Lab Activity):

Enrollment Limit Per Section: Course Offered: Grading Basis:

Catalog Description
Limit course description to 600 characters, using succinct phrases rather than narrative sentences. Include prerequisites, limitation, lecture/lab hours. For conversion courses also include the former catalog number, e.g., (Formerly Biol 185T section). Indicate "Not open to..." statement if appropriate.

Enter the Clean Catalog Description including the above information here.

Select Course Designation(s) that would apply to proposal

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Service Learning Outcome | Writing Course | GE Course | M/I Course | Online Course |
| <input type="checkbox"/> |

5. **Upload all required documents.**

Please upload the following documents:

Memo of Support *
Memo of Support: *A memo is required only if the proposal affects another department.*

Catalog Requirement with Copy Edits *
Catalog Requirement: *Copy of the most recent catalog description should include strikethrough of old language and underlining of new language.*

Justification *

Justification Use the [Justification Form](#) found on the Undergraduate Studies Website under Curriculum / Undergraduate Program and Course Development.

New Syllabus *

New Syllabus [Syllabus](#) assistance and template can be found Undergraduate Studies Website under Curriculum / Course Instruction. References to ensure syllabus is compliant: [APM 232](#) and [APM 241](#)

6. **Submit** the proposal or **Save** for later.

To **Submit** the proposal, check **Ready to Submit** and hit **Submit**.

Actions

Ready to Submit

To save a proposal for a later time, hit the **Save** button. It will automatically save and close. Go to page 21 for instructions on how to retrieve the proposal.

Actions

Ready to Submit

7. An **email confirmation** with a **Process ID** will be received after the proposal has been submitted.

Example:



Your curriculum proposal for Process ID: 5715913 - AGRI 100H has been **successfully submitted**. You can check the status of your proposal in the [QnBase Web Client](#).

For any questions regarding this process, please contact Jayne Ramirez (jayramirez@mail.fresnostate.edu) at the Office of the Dean of Undergraduate Studies or call the office at (559) 278-4468.

T-Course Conversion Process

1. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
2. Select the appropriate **College/School** and **Academic Organization** and requested **Effective Term** and **Year**.

Request Type
T-Course Conversion ▼

Does this request affect other departments on Campus?
 Yes No

Process ID **Create Date**

College / School Name ▼ **Academic Organization** ▼ **Effective Term** ▼ **Year** ▼

3. Enter the **Existing T-Course Information** to be converted.

Existing T-Course Information

T-Course Subject **T-Course Number** **PeopleSoft Long Course Title**

4. In the remaining **Course Proposal** section, enter the **course information** the T-Course will be converted to.

Course Proposal

Subject **Catalog Number** **Units Min** **Units Max** Repeatable

Course Short Title (16 character limit) **Course Long Title** (80 character limit)

Is Course Cross-Listed?
 Yes No *Cross-listed courses will share the same course ID and Title*

Course Classification CS#1 **Course CS# 2 (Lab Activity)**

Enrollment Limit Per Section **Course Offered** ▼ **Grading Basis** ▼

Catalog Description
Limit course description to 600 characters, using succinct phrases rather than narrative sentences. Include prerequisites, limitation, lecture/lab hours. For conversion courses also include the former catalog number, e.g., (Formerly Biol 185T section). Indicate "Not open to..." statement if appropriate.

Enter the Clean Catalog Copy including the above information here.

Select Course Designation(s) that would apply to proposal

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Service Learning Outcome | Writing Course | GE Course | M/I Course | Online Course |
| <input type="checkbox"/> |

Course designation requests will be forwarded after review by the University Undergrad Committee

4. **Upload** all required **documents**.

Please upload the following documents:

Memo of Support *
Memo of Support
 A memo is required only if the proposal affects another department .

Catalog Requirement with Copy Edits *
Catalog Requirement
 Copy of the most recent catalog description should include strikethrough of old language and underlining of the new language

Justification *
Justification
 Use the [Justification Form](#) found on the Undergraduate Studies Website under Curriculum / Undergraduate Program and Course Development

New Syllabus *
New Syllabus
 [Syllabus](#) assistance and template can be found Undergraduate Studies Website under Curriculum / Course Instruction. References to ensure syllabus is compliant: [APM 232 and APM 241](#)

5. **Submit** the proposal or **Save** for later.

To **Submit** the proposal, check **Ready to Submit** and hit **Submit**.

Actions

Ready to Submit

To save a proposal for a later time, hit the **Save** button. It will automatically save and close. Go to page 21 for instructions on how to retrieve the proposal.

Actions

Ready to Submit

6. An **email confirmation** with a **Process ID** will be received after the proposal has been submitted.

Example:

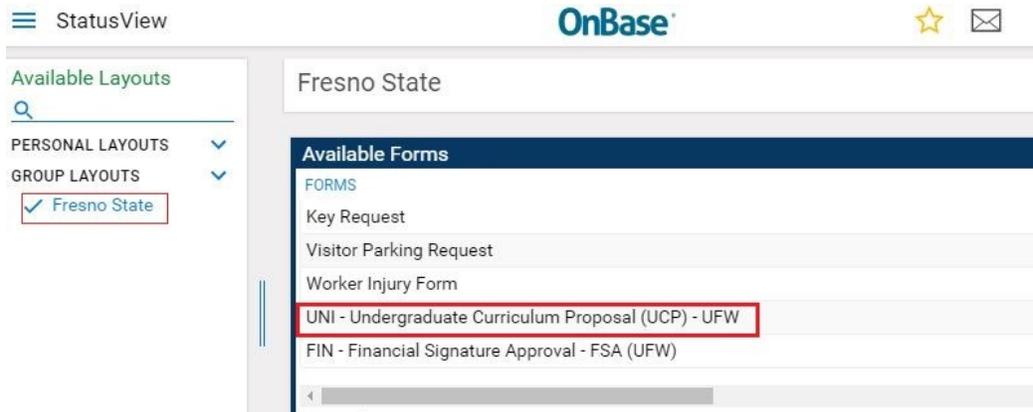


Your curriculum proposal for Process ID: 5715913 - AGRI 100H has been **successfully submitted**. You can check the status of your proposal in the [OnBase Web Client](#).

For any questions regarding this process, please contact Jayne Ramirez (jayramirez@mail.fresnostate.edu) at the Office of the Dean of Undergraduate Studies or call the office at (559) 278-4468.

How to Submit a Program Proposal

1. Under **Available Forms** select **UNI-Undergraduate Curriculum Proposal (UCP) - UFW**



2. A New Form will popup. Select **Program Proposal** and select the appropriate **College/School** and **Academic Organization** and requested **Effective Term** and **Year**.

The screenshot shows a browser window titled 'New Form - Google Chrome' with the URL 'imaging.fresnostate.edu/AppNet/NewUnityForm.aspx'. The page features the Fresno State logo and the title 'Undergraduate Curriculum Proposal (UCP)'. Below the title, it says 'UNI - Undergraduate Curriculum Proposal (UCP)'. There is a link for 'Please follow Procedures for Curriculum Changes and Catalog Copies'. A paragraph states: 'Proposals must be approved by the Undergraduate Curriculum Committee and processed by Office of the Dean of Undergraduate Studies by April 1 in order to be effective for the next academic year catalog.' Below this, there is a section 'I would like to submit a:' with two radio buttons: 'Program Proposal' (selected and highlighted with a red box) and 'Course Proposal'. There are input fields for 'Process ID' and 'Create Date' (07/29/2020). At the bottom, there are dropdown menus for 'College / School Name', 'Academic Organization', 'Effective Term', and 'Year'.

3. Under **Program Proposal**, select the **Type of Proposal** and indicate if it **affects other departments on campus**. If yes, a memo of support will be required.

The screenshot shows a form section titled 'Program Proposal'. It contains the text 'This will be a:' followed by four radio buttons: 'New Program', 'Revision', 'Reactivate', and 'Suspend'. Below this is the question 'Does this request affect other departments on Campus?' with two radio buttons: 'Yes' and 'No'.

4. A dropdown menu will appear to select the **Type of Program**.

The screenshot shows a dropdown menu titled 'Type of Program'. The menu is open, showing the following options: 'Major', 'Minor', 'Option', 'Certificate', and 'Credential'. The 'Program Proposal' label is visible at the bottom of the dropdown.

5. Based on the **type of proposal and program**, the required information on the form will vary:

- **NEW PROGRAM** —Enter the new **program name**. If it is a new major, it will need to be on the Academic Master Plan before it can be submitted.

The screenshot shows the 'Program Proposal' form with the following fields and options:

- This will be a:** New Program Revision Reactivate Suspend
- Type of Program:** A dropdown menu with 'Major' selected. Other options are Minor and Option.
- Program Name:** A text input field.
- Proposal been added to the Academic Master Plan?** A text input field.
- other departments on Campus?** A text input field.

- **REVISIONS** —The **active program code** will be required. For majors and options, it will need to be indicated if there is a **TMC Designation** in place.

The screenshot shows the 'Program Proposal' form with the following fields and options:

- This will be a:** New Program Revision Reactivate Suspend
- Type of Program:** A dropdown menu with 'Major' selected. Other options are Minor, Option, and Certificate.
- Program Code:** A text input field.
- Program Name (filled in from the Program Code entered):** A text input field.
- other departments on Campus?** A text input field.
- on in place for this program?** A text input field.

- **REACTIVATE**—The **inactive program name and code** will need to be entered

The screenshot shows the 'Program Proposal' form with the following fields and options:

- This will be a:** New Program Revision Reactivate Suspend
- Type of Program:** A dropdown menu.
- Program Code:** A text input field.
- Program Name:** A text input field.
- Does this request affect other departments on Campus?** Yes No

- **SUSPEND**—The **active program code** will be required.

The screenshot shows the 'Program Proposal' form with the following fields and options:

- This will be a:** New Program Revision Reactivate Suspend
- Type of Program:** A dropdown menu with 'Major' selected.
- Program Code:** A text input field.
- Program Name (filled in from the Program Code entered):** A text input field.
- Does this request affect other departments on Campus?** Yes No
- Is there a TMC Designation in place for this program?** Yes No

6. **Upload all required documents.**

Please visit the [Office of the Dean of Undergraduate Studies website](#) for details on **program proposal and justification requirements**.

Examples of required documentation:

Please upload the following documents:

Memo of Support *

Memo of Support *A memo is required only if the proposal affects another department .*

Program Proposal *

Program Proposal *Required for all NEW program programs proposal .*

Catalog Requirement with Copy Edits *

Catalog Requirement *Required for all EXISTING program proposals.*

Justification *

Justification *Required for all EXISTING program proposals.*

7. **Submit** the proposal or **Save** for later.

To **Submit** the proposal, check **Ready to Submit** and hit **Submit**.

Actions

Ready to Submit

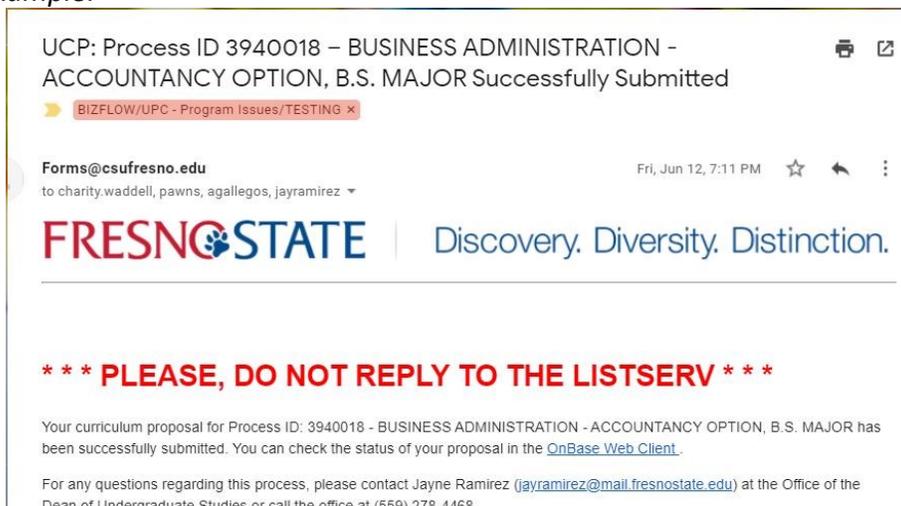
To save a proposal for a later time, hit the **Save** button. It will automatically save and close. Go to page 21 for instructions on how to retrieve the proposal.

Actions

Ready to Submit

8. An **email confirmation** with a **Process ID** will be received after the proposal has been submitted.

Example:



How to Review / Approve / Return a Proposal in the Queue

1. The **link** in the email notification will go directly to the Fresno State OnBase* site where the **My Workflow** menu is located. *Note—when you click on the link, you may be required to login first.*



*To access a proposal in OnBase through my.fresnostate.edu, follow the steps on [p. 3](#)

2. Under **Group Layouts—Fresno State** should be selected. Under **My Workflow** find the proposal needing review double-click on it.

Available Layouts

PERSONAL LAYOUTS

GROUP LAYOUTS

✓ Fresno State

UCP Administrator

Fresno State

Available Forms

FORMS

IT Purchase Review

Key Request

Visitor Parking Request

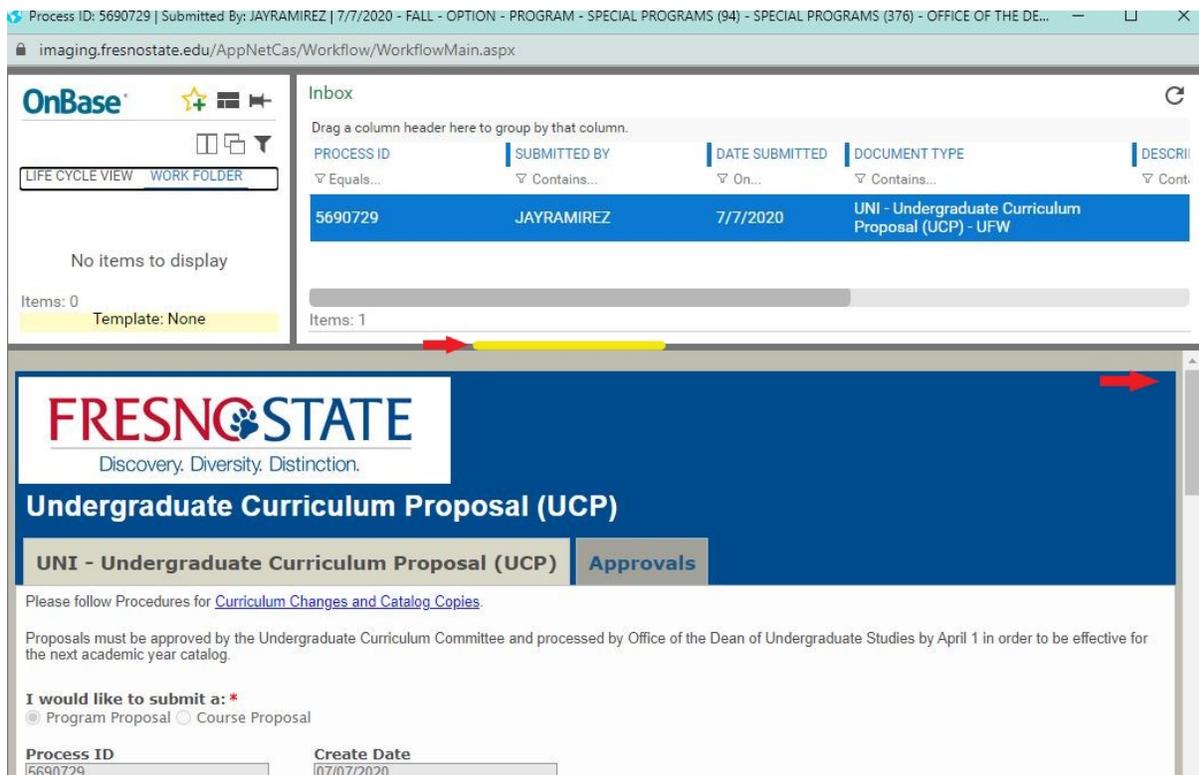
Worker Injury Form

Items: 7

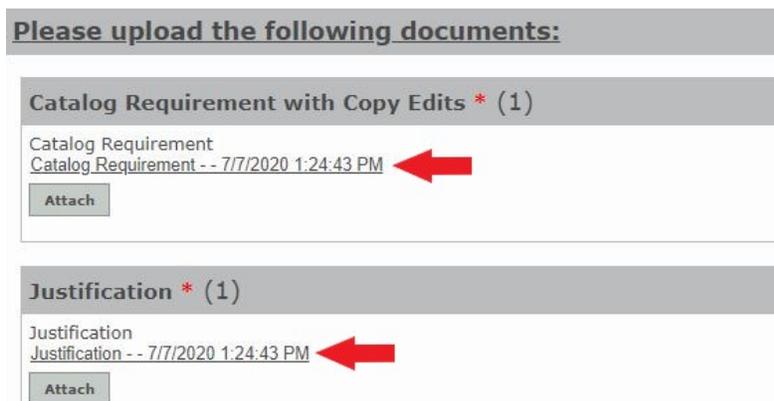
My Workflow

| NAME | DOCUMENT DATE | LIFE CYCLE | QU |
|---|---------------|---|-----------|
| Process ID: 5690729 Submitted By: JAYRAMIREZ 7/7/2020 - FALL - OPTION - PROGRAM - SPECIAL PROGRAMS (94) - SPECIAL PROGRAMS (376) - OFFICE OF THE DEAN | 7/7/2020 | Undergradu... Curriculum Proposal (UCP) | Of the De |
| Process ID: 5720297 Submitted By: PAWNS 7/31/2020 - FALL - MAJOR - PROGRAM - SPECIAL PROGRAMS (94) - SPECIAL PROGRAMS (376) - OFFICE OF THE DEAN | 7/31/2020 | Undergradu... Curriculum Proposal (UCP) | Of the De |

- A separate window will pop-up for the **Form Workflow**. The workflow layout can be adjusted by clicking on the gray lines. Once it turns yellow, it can be dragged up/down. Use the scroll bar on the far right to scroll down and view the form.



- Towards the bottom of the form, click on the attachment name to view and/or download.



- To take **Action** on the proposal scroll to the bottom of the form. If there are no issues, click **Approve** and hit **Submit**. The proposal will move on to the next step of the approval process. If there is additional work needed, click **Return for Edits** and hit **Submit**.



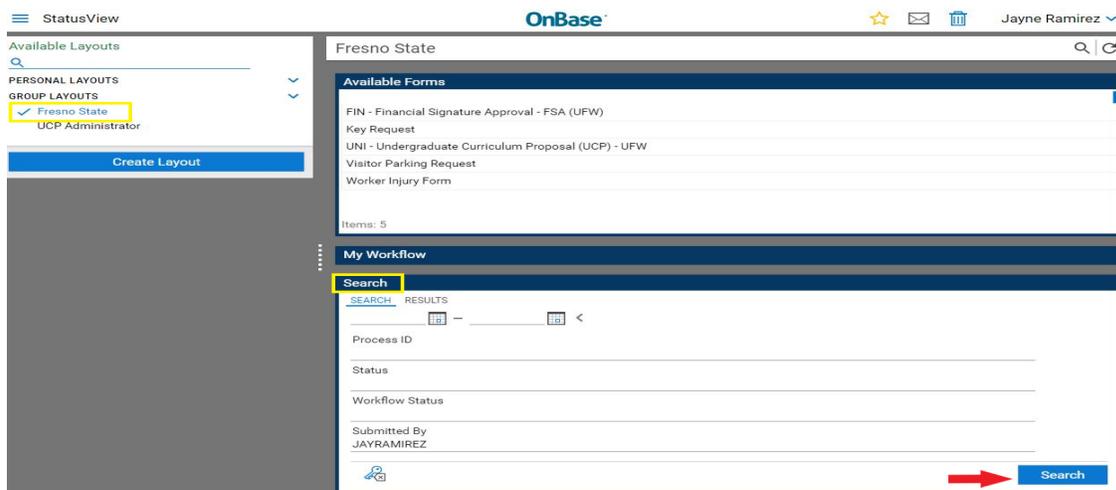
How to Search for a Saved Proposal or Check Status of a Proposal

1. The **link** in an email notification will go directly to the **Fresno State OnBase*** site where the **My Workflow** menu is located. *Note—when you click on the link, you may be required to login first.*



*To access a proposal in OnBase through my.fresnostate.edu, follow the steps on [p. 3](#)

2. Under **Group Layouts—Fresno State** should be selected. In the search box fill in any search criteria and click on the **Search Button**.



Tips for the Search Engine:

- Date ranges can be used
- Process ID—full number must be used
- Status = Complete Name of Queues (see list to the right)
- Workflow Process = In Process or Archived
- Submitted By = Fresno State Username (example used in above screen shot)
- Use the Key icon  to reset the search criteria

Search Ability

- A submitter can search for a proposal at any step in the process
- A reviewer can search for a proposal only when it's in their My Workflow.

Queue Names

Saved

Submitter Review

Department Chair Review

Office of the Dean

College Curriculum Committee

College Dean Review

Office Dean of Undergrad

Undergrad Committee

Dean of Undergraduate

GE Committee Review

Writing Committee

Service Learning Committee

M/I Committee

Online Committee

5. After you click on the Search Button, the search results will appear in the **Results Tab**.

The screenshot shows the OnBase interface with the search results for 'Fresno State'. The interface includes a sidebar with 'Available Layouts' and 'Available Forms'. The search results are displayed in a table with columns for PROCESS ID, SUBMITTED BY, DATE SUBMITTED, DOCUMENT TYPE, and QUEUE NAME.

| PROCESS ID | SUBMITTED BY | DATE SUBMITTED | DOCUMENT TYPE | QUEUE NAME |
|------------|--------------|----------------|---|--------------------------|
| 5178110 | JAYRAMIREZ | 7/8/2019 | Visitor Parking Request | COMPLETE |
| 5203089 | JAYRAMIREZ | 7/23/2019 | Key Request | COMPLETE |
| 5690729 | JAYRAMIREZ | 7/7/2020 | UNI - Undergraduate Curriculum Proposal (UCP) - UFW | OFFICE DEAN OF UNDERGRAD |
| 5691017 | JAYRAMIREZ | 7/7/2020 | UNI - Undergraduate Curriculum Proposal (UCP) - UFW | COLLEGE CURRIC COMMITTEE |
| 5715910 | JAYRAMIREZ | 7/23/2020 | UNI - Undergraduate Curriculum Proposal (UCP) - UFW | COLLEGE DEAN F |
| 5715913 | JAYRAMIREZ | 7/23/2020 | UNI - Undergraduate Curriculum Proposal (UCP) - UFW | OFFICE DEAN OF UNDERGRAD |

6. For **Workflow History**, double-click on the proposal in **Search Results** list. A separate window will pop-up for the **Form**. Use the scroll bar on the far right to scroll down and view the **Workflow History**.

The screenshot shows the OnBase interface with the workflow history for a specific proposal. The interface includes a sidebar with 'Inbox' and 'Work Folder'. The workflow history is displayed in a table with columns for PROCESS ID, SUBMITTED BY, DATE SUBMITTED, and DOCUMENT TYPE. A red arrow points to the scroll bar on the far right of the workflow history section.

| PROCESS ID | SUBMITTED BY | DATE SUBMITTED | DOCUMENT TYPE |
|------------|--------------|----------------|---|
| 5690729 | JAYRAMIREZ | 7/7/2020 | UNI - Undergraduate Curriculum Proposal (UCP) - UFW |

Workflow History

7/7/2020 1:26:14 PM : Routed to OFFICE OF THE DEAN for review.
Form created by: JAYNE RAMIREZ 7/7/2020 1:26:03 PM

7. For Additional Information, click on the **Approvals Tab** on the Form. From here, each **approval step** can be seen including any **comments** added.

FRESNO STATE

Discovery. Diversity. Distinction.

Undergraduate Curriculum Proposal (UCP)

UNI - Undergraduate Curriculum Proposal (UCP)

Approvals 

UCG Meeting Date

Add

Submitter Review

Created By

Pawn Sayphengsy

Received Date

Submitted By

Approved Date

Submitter Comments

Department Chair Review

Received Date

Department Chair Approver

Approved Date

Department Chair Comments

Office of the Dean Review

Received Date

07/31/2020

Office of the Dean Approver

Approved Date

Office of the Dean Comments:

College Curriculum Committee Review

Received Date

College Curriculum Committee Approver

Approved Date