OnBase Curriculum Workflow User Guide

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

> Please contact Joanne Ramirez (joaramirez@csufresno.edu) for any questions regarding curriculum process.

Table of Contents

How to Login to OnBase	2
How to Submit a Course Proposal	3
New Course Proposal Process	4
Course Revision Proposal Process	6
Course Deactivation Proposal Process	9
Course Reactivation Proposal Process	11
T-Course Conversion Proposal Process	14
How to Submit a Catalog Change Proposal (not associated with a course proposal)	17
How to Submit a Program Proposal	19
How to Review / Approve / Return a Proposal in the Queue	23
How to Search for a Saved Proposal or Check Status of a Proposal	25

How to Login to OnBase

1. Sign in to the My Fresno State Portal using your Fresno State **username** and **password**, click the **login** button.



2. At the top blue bar select Campus Systems from the My Homepage dropdown menu.

FRESN@STATE.	 My Homepage 		~	•
CFS Datawarehou	My Homepage	iancials		
→ ď	Campus Systems			
L	Information Resources	3		
	Popular Shortcuts			

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.

StatusView			OnBase	\$	\square	圃	Joanne Ramirez 🗸
Available Layouts Q		Fresno State					Q C
PERSONAL LAYOUTS	~ ~	Available Forms					
✓ Fresno State GCP Administrator		FIN - Financial Sign Key Request	nature Approval - FSA (UFW)				i
Create Layout		UNI - Graduate Cur UNI - Undergradua	riculum Proposal (GCP) - UFW te Curriculum Proposal (UCP) - UFW				
		Items: 7					
		My Workflow					
		NAME	DOCUMENT DATE	LIFE CYCL	E		QUEUE NAME

How to Submit a Course Proposal

1. Under Available Forms double-click UNI-Graduate Curriculum Proposal (GCP) – UFW

StatusView	OnBase [®]		\square	Ŵ	Joanne Ramirez 🗸
Available Layouts	Fresno State				ସ ୯
PERSONAL LAYOUTS GROUP LAYOUTS Fresno State GCP Administrator	Available Forms FIN - Financial Signature Approval - FSA (UFW) Key Request				1
Create Layout	UNI - Graduate Curriculum Proposal (GCP) - UFW UNI - Undergraduate Curriculum Proposal (UCP) - UFW Items: 7	_			
	My Workflow NAME DOCUMENT DATE	LIFE CYCLE			QUEUE NAME

2. A new form will popup. Select Course Proposal.

Graduate Currio	culum Proposal (GCP)		
UNI - Graduate Cur	rriculum Proposal (GC	P)		
Use this form for new degrees, or curriculum and catalog copy and	tions, and certificates. Follow the g	uidelines describe in the ca	impus procedures t	for changes in
Proposals must be approved by t	ne Graduate Curriculum Subcommi	ttee and received by the De	ean of Research an	d Graduate Studies I
April 1 in order to be effective for	he next academic year catalog.			
I would like to submit a:				
O Program Proposal O Course	e Proposal 🔿 Catalog Change (ne	ot associated with a cour	se proposal)	
Program Proposa Course	e Proposal O Catalog Change (no	ot associated with a cour	se proposal)	
Program Proposal Course Process ID (Office Use Only)	e Proposal O Catalog Change (ne Create Date 09/09/2021	ot associated with a cour	se proposal)	
Program Proposa Course Process ID (Office Use Only) Program Coordinator	e Proposal Catalog Change (ne Create Date 09/09/2021 Department Name	EMPL ID	se proposal)	
Program Proposa Course Process ID (Office Use Only) Program Coordinator	e Proposal Catalog Change (nd Create Date 09/09/2021 Department Name	EMPL ID	se proposal)	
Program Proposa Course Process ID (Office Use Only) Program Coordinator College / School Name	e Proposal Catalog Change (nd Create Date (09/09/2021 Department Name Academic Organization	EMPL ID Effective Term	se proposal) Year	
Program Proposa Course Process ID (Office Use Only) Program Coordinator College / School Name	e Proposal Catalog Change (nd Create Date 09/09/2021 Department Name Academic Organization	EMPL ID Effective Term	Year	¥
Program Proposa Cours Process ID (Office Use Only) Program Coordinator College / School Name	e Proposal Catalog Change (nd Create Date 09/09/2021 Department Name	EMPL ID	se proposal)	

- 3. A **Request Type** dropdown menu will appear. Select the Course Request Type. Complete the next steps based on the **Request Type** selected:
 - New Course (page a)
 - Course Revision (page b)
 - **Deactivation** (page c)
 - **Reactivation** (page d)
 - T-Course Conversion (page e)

I would like to submit a O Program Proposal Co	a: urse Proposal
Request Type	
New Course	Create I
Course Revision	09/09/203
Deactivation	Departn
Reactivation	Academ
T-Course Conversion	

New Course Proposal Process

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

) Program Proposal 🧿 Course I	Proposal () Catalog Change (not ass	ociated with a cour	se proposal)		
equest Type					
lew Course	•				
rocess ID (Office Use Only)	Create Date				
rogram Coordinator	Department Name	EMPL ID			
college / School Name	Academic Organization	Effective Terr	n	Year	
	*	*	*		*
Course Proposal					
Subject	Catalog Number	Units Min	Units M	ax	C Repeatable
Course Chart Title (16 show	actor limit)	Course Long T	itle (80 cha	racter limit)	
Is Course Cross-Listed?	Cross-listed courses will share	e the same cour	se ID and	Title.	
Is Course Cross-Listed? Yes O No Course Classification CS#2	Cross-listed courses will share	e the same course cong r	se ID and [*]	Title.	
Is Course Cross-Listed? Yes No Course Classification CS#: Enrollment Limit Per Secti	Cross-listed courses will share Course CS# 2 (Lab A Course Offered	e the same course ctivity) (if applica	se ID and [*] ble) Grading Bas	Title.	
Is Course Cross-Listed? Yes No Course Classification CS#2 Enrollment Limit Per Secti	Cross-listed courses will share Course CS# 2 (Lab A On Course Offered	e the same course ctivity) (if applica	se ID and [*] ble) Grading Bas	Title.	¥
Is Course Short Title (16 char Is Course Cross-Listed? Yes No Course Classification CS#: Enrollment Limit Per Secti Catalog Description Limit course description to 60 Include prerequisites, limitati catalog number, e.g., (Former	Cross-listed courses will share Course CS# 2 (Lab A Course Offered Course Offered Course Offered Course Offered Course Son, lecture/lab hours. For conversion, lecture/lab hours. For conversion, lecture/lab hours. Indicate "N	e the same course ctivity) (if applica ctivity) (if applica) ctivity) (if applica) c	se ID and bie) Brading Bas rative senter clude the for ment if appr	Title.	¥
Is Course Short Title (16 char Ves No Course Classification CS#: Enrollment Limit Per Secti Catalog Description Limit course description to 60 Include prerequisites, limitati catalog number, e.g., (Forme Enter the Catalog	Cross-listed courses will share Course CS# 2 (Lab A Course Offered	e the same course ctivity) (if applica ess rather than narrison courses also ind ot open to" states ove information h	se ID and ¹ ble) Grading Bas rative senter clude the for ment if appr here.	Title. iis nces. mer opriate.	
Is Course Short Title (16 char Ves O No Course Classification CS#: Enrollment Limit Per Secti Catalog Description Limit course description to 60 Include prerequisites, limitati catalog number, e.g., (Forme Enter the Catalog Select Course Des	Cross-listed courses will share Course CS# 2 (Lab A Course Offered Course O	e the same court ctivity) (if applica ctivity) (if applica) (if a	se ID and ¹ bie) Grading Bas rative senter clude the for ment if appr here.	Title.	
Is Course Short Title (16 char Second Second Secon	Cross-listed courses will share Course CS# 2 (Lab A Course Offered Course Course	e the same course ctivity) (if applica ctivity) (if applica ess rather than narries ion courses also ind ot open to" states ove information formation for a formation f	se ID and ¹ ble) Brading Bas rative senter clude the for ment if appr here. Oposal	Title.	

Please	upload the following documents:
Memo o	of Support *
Memo of Attach	Support A memo is required only if the proposal affects another department.
Justific	ation *
Justificati Attach	on (attach document) (required) Use the Justification Form found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.
New Sy	llabus *
New Sylla Attach	bus (attach document) (required) Syllabus assistance and template can be found on the Academic Affairs website under Curriculum / Graduate Program & Course Development / Course Development.

5. Submit the proposal or Save for later.

To Submit the proposal, check Ready to Submit and click Submit.

Actions		
Ready to Submit	Submit	

To save a proposal for a later time, click the Save button. It will automatically save and close.

Actions	
□ Ready to Submit	Save

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



For additional instructions please follow the steps within the user guide.

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.

Request Type	Course Catalog ID		
Course Revision	COU		
Process ID (Office Use Only)	COUN 200 (009206)		
Program Coordinator	COUN 201 (009207) COUN 202 (009208)	EMPL ID	
College / School Name	COUN 203 (009209) COUN 206 (010595)	Effective Term	Year
Does this request affect oth O Yes O No	COUN 208 (009212)	us?	

2. Select the requested Effective Term and Year.

juest Type	Course Catalog ID		
ourse Revision	COUN 220 (009214)		
rocess ID (Office Use Only)	Create Date		
	10/20/2021		
rogram Coordinator	Department Name	EMPL ID	
ollege / School Name	Academic Organization	Effective Term	Year
REMEN SCH OF EDUC & HI	COUNSELOR ED & REHABIL		· · · · · · · · · · · · · · · · · · ·
oes this request affect ot Yes O No	her departments on Campus	?	
oes this request affect ot Yes O No Course Proposal	her departments on Campus	?	
es this request affect ot Yes O No Course Proposal Existing Course I	her departments on Campus	?	
oes this request affect of Yes O No Course Proposal Existing Course I Subject	her departments on Campus nformation Catalog Number	? Units Min	Units Max
Course Proposal Existing Course I Subject	her departments on Campus nformation Catalog Number 220	? Units Min 3	Units Max
Course Proposal Existing Course I Subject Course Short Title	her departments on Campus nformation Catalog Number 220	? Units Min 3 Course Long Title	Units Max
oes this request affect of Yes O No Course Proposal Existing Course I Subject COUN Course Short Title SEM CAR DEV THRY	her departments on Campus nformation Catalog Number 220	? Units Min 3 Course Long Title SEMINAR IN CAREE	Units Max 3 R DEVELOPMENT THEORY
oes this request affect of Yes O No Course Proposal Existing Course I Subject COUN Course Short Title SEM CAR DEV THRY Course Classification CS	her departments on Campus nformation Catalog Number 220 5#1	? Units Min 3 Course Long Title SEMINAR IN CAREE Course CS#2 (Lal	Units Max 3 BR DEVELOPMENT THEORY b/Activity) (if applicable)

3. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.

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

Is Course Cross-Liste	ad?			
Catalog Description Limit course description Include prerequisites, I catalog number, e.g., (n to 600 characters, using succinct imitation, lecture/lab hours. For co Formerly Biol 185T section). Indica	phrases rather th nversion courses te "Not open to'	an narrative sen also include the ' statement if ap	tences. former propriate.
Enter the N	ew Catalog Description here.			
Has this course desc O Yes O No	ription been updated?			
Subject	Catalog Number	Units Min	Units Max	Repeatable
Course Short Title (16 ch	aracter limit)	Course Long Tit	le (80 character lin	nit)
Course Short Title (16 ch	aracter limit)	Course Long Tit	le (80 character lin	nit)
Course Short Title (16 ch	aracter limit) 5#1 Course CS #2 (Lab/Activity)	Course Long Tit	le (80 character lin	nit) rerequisites
Course Short Title (16 ch	aracter limit) S#1 Course CS #2 (Lab/Activity)	Course Long Tit	le (80 character lin	nit) rerequisites
Course Short Title (16 ch	aracter limit) 5#1 Course CS #2 (Lab/Activity)	Course Long Tit	tle (80 character lin	nit) rerequisites)
Course Short Title (16 ch Course Classification CS Select Course	aracter limit) #1 Course CS #2 (Lab/Activity) Designation(s) that w	Course Long Tit Grading Basis	to proposa	nit) rerequisites)
Course Short Title (16 ch Course Classification CS Select Course Service Learning Outcome	aracter limit) #1 Course CS #2 (Lab/Activity) Designation(s) that w Online Course Course design	Course Long Tit Grading Basis Ould apply for nation requests	to proposa will first be re	nit) rerequisites) I viewed by

5. **Upload** all required **documents**.

Please up	bload the following documents:
Memo of	Support *
Memo of Sup Attach	A memo is required only if the proposal affects another department.
Catalog R (1) The Cata (strikethroug (2) Followed	Requirement with Copy Edits * log Requirements page needs to be copied and pasted into a Word document, and add markups gh what is old, and insert the changes in red text). by a new clean version of the catalog.
Catalog Requ	uirement with Copy Edits (attach document) (required) 1) Copy of the current catalog with markups, 2) followed by a new clean version.
Justificat	ion *
Justification Attach	(attach document) (required) Use the Justification Form found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.
New Sylla	abus *
New Syllabu Attach	s (attach document) (required) Syllabus assistance and template can be found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.

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

To Submit the proposal, check Ready to Submit and click Submit.

Actions		
Ready to Submit	Submit	

To save a proposal for a later time, click the Save button. It will automatically save and close.

Actions			
□ Ready to Submit	Save		

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

Example: Test: GCP: Process ID 5802880 – I		A	[2]
donotreply@mail.fresnostate.edu to charity.waddell, me, pawns ▼	Wed, Sep 8, 2:23 PM (2 days ago) 🛱	¢	:
FRESN@STATE	Discovery. Diversity. Distinction.		
	This email is from the Test environment		
Your curriculum proposal for Process ID: 5802880 - LEE 2 Web Client.	81 has been successfully submitted. You can check the status of your proposal in the OnBase	OnBas	e

For additional instructions please follow the steps within the user guide.

Course Deactivation Proposal 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.

Request Type	Course Catalog ID		
Deactivation	COUN	•	-
Process ID (Office Use Only)	COUN 200 (009206)	-	
	COUN 201 (009207)		
Program Coordinator	COUN 202 (009208)	EMPL ID	
College / School Name	COUN 203 (009209)	Effective Term	Year
Ÿ	COUN 206 (010595)	1	Y
Does this request affect ot ○ Yes ○ No	COUN 208 (009212)	ipus?	
	COUN 209 (014382)		

2. Select the requested **Effective Term** and **Year**.

uest Type	Course Catalog ID		
activation 🔻	COUN 220 (009214)		
ocess ID (Office Use Only)	Create Date		
	10/20/2021		
ogram Coordinator	Department Name	EMPL ID	
ollege / School Name	Academic Organization	Effective Term	Year
REMEN SCH OF EDUC & HI	COUNSELOR ED & REHABIL		¥ ¥
ves this request affect of Yes O No Course Proposal	her departments on Campu	5?	
oes this request affect of Yes ○ No Course Proposal	her departments on Campu	\$?	
es this request affect of Yes O No Course Proposal Existing Course I	her departments on Campus	5?	
ees this request affect of Yes O No Course Proposal Existing Course I Subject	her departments on Campus nformation Catalog Number	s? Units Min	Units Max
ees this request affect of Yes No Course Proposal Existing Course I Subject COUN	her departments on Campus nformation Catalog Number 220	Units Min	Units Max 3
Existing Course I Subject Course Short Title	her departments on Campus nformation Catalog Number 220	Units Min 3 Course Long Tir	Units Max 3 tle
Existing Course I Subject Course Short Title SEM CAR DEV THRY	her departments on Campus nformation Catalog Number 220	S? Units Min 3 Course Long Tit SEMINAR IN CAR	Units Max 3 tle EER DEVELOPMENT THEORY
See this request affect of Yes Yes No Course Proposal Existing Course I Subject [COUN] Course Short Title SEM CAR DEV THRY Course Classification C	her departments on Campus nformation Catalog Number 220 S#1	S? Units Min 3 Course Long Ti SEMINAR IN CAR Course CS#2 (I	Units Max 3 tle EER DEVELOPMENT THEORY Lab/Activity) (if applicable)

3. Indicate if the proposal **affects other departments on campus**. If yes, a memo of support will be required.

Please up	load the following documents:
Memo of S	Support *
Memo of Sup Attach	A memo is required only if the proposal affects another department.
Justificati	ion *
Justification ((attach document) (required) Use the Justification Form found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.

5. Submit the proposal or Save for later.

To Submit the proposal, check Ready to Submit and click Submit.

Actions		
Ready to	Submit	
Submit		

To save a proposal for a later time, click the **Save** button. It will automatically save and close.

Actions		
Ready to	Save	
Submit		

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



Your curriculum proposal for Process ID: 5802880 - LEE 281 has been successfully submitted. You can check the status of your proposal in the OnBase OnBase Web Client.

For additional instructions please follow the steps within the user guide.

Course Reactivation Proposal Process

- 1. Enter Last Semester Offered term and year.
- 2. Select the appropriate **College/School** and **Academic Organization** and requested **Effective Term** and **Year**.

Request Type	Last Semester Offered	
Reactivation		
Process ID (Office Use Only)	Create Date	
	10/20/2021	
Program Coordinator	Department Name	EMPL ID

- 3. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
- 4. Complete the **Course Proposal** section with the course information requesting to be reactivated.

Course Propos	al			
Subject	Catalo	og Number	Units Min	Units Max Repeatab
Course Short Title	(16 character lin	nit)	Course Long	Title (80 character limit)
Is Course Cross-Lis ○ Yes ○ No Course Classificatio	sted? on CS#1	Course CS# 2 (I	Lab Activity) (if app	licable)
Enrollment Limit P	er Section	Course Offered	G	Srading Basis
Catalog Description Limit course descript Include prerequisites catalog number, e.g.,	n ion to 600 chara , limitation, lecto (Formerly Biol	cters, using succi ure/lab hours. For 185T section). Inc	inct phrases rather th r conversion courses dicate "Not open to'	an narrative sentences. also include the former " statement if appropriate.
Enter the Cat	alog Descripti	on here.		
Select Course	e Designat	ion(s) that	would apply f	to proposal
Service Learning	Online Course			
Outcome		Course de	at a set of	THE REPORT OF A DECISION OF A DECISIONO OF A

Support *
pport A memo is required only if the proposal affects another department.
Requirement with Copy Edits * alog Requirements page needs to be copied and pasted into a Word document, and add markups gh what is old, and insert the changes in red text). d by a new clean version of the catalog.
uirement with Copy Edits (attach document) (required) 1) Copy of the current catalog with markups, 2) followed by a new clean version.
ion *
(attach document) (required) Use the Justification Form found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.
abus *
is (attach document) (required)

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

To Submit the proposal, check Ready to Submit and click Submit.

Actions		
Ready to Submit	Submit	

To save a proposal for a later time, click the **Save** button. It will automatically save and close.

Actions						
Ready to Submit	Save					

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

Example:

Test: GCP: Process ID 5802880 -	LEE 281 Successfully Submitted (External)		•	Ø
donotreply@mail.fresnostate.edu to charity.waddell, me, pawns ▼	Wed, Sep 8, 2:23 PM (2 days ago)	☆	¢	:
FRESN@STATE	Discovery. Diversity. Distinction.			

This email is from the Test environment

Your curriculum proposal for Process ID: 5802880 - LEE 281 has been successfully submitted. You can check the status of your proposal in the OnBase OnBase Web Client.

For additional instructions please follow the steps within the user guide.

T-Course Conversion Proposal Process

1. Select the appropriate **College/School** and **Academic Organization** and requested **Effective Term** and **Year**.

Request Type		
T-Course Conversion		
Process ID (Office Use Only)	Create Date	
	10/20/2021	
Program Coordinator	Department Name	EMPL ID
College / School Name	Academic Organization	Effective Term Vear

- 2. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
- 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. Complete the **Course Proposal** section, enter the **course information** the T-Course will be converted to.

ubject	Cat	alog Number			Repeatal
ourse Short Title (16 character	limit)	Course Long	Title (80 characte	er limit)
S Course Cross-Lis Yes ○ No Cros Durse Classificatio	ted? ss-listed co	urses will share the Course CS# 2 (I	he same Course Lab Activity) (if ap	ID and Title.	
nrollment Limit Pe	er Section	Course Offered		Grading Basis	
			1.00		
atalog Description imit course description nclude prerequisites, atalog number, e.g.,	on to 600 cha limitation, le (Formerly Bi	aracters, using succi cture/lab hours. For ol 185T section). Inc	inct phrases rather r conversion course dicate "Not open to.	than narrative sent s also include the fo " statement if app	ences. ormer ropriate.
Catalog Description imit course description nclude prerequisites, atalog number, e.g., Enter the Cat	on to 600 cha limitation, le (Formerly Bi talog Desci	aracters, using succi acture/lab hours. For ol 185T section). Inc iption here.	inct phrases rather r conversion course dicate "Not open to.	than narrative sent s also include the fo ." statement if app	ences. ormer ropriate.
Catalog Description imit course description include prerequisites, atalog number, e.g., Enter the Car Select Course	talog Descr e Designa	aracters, using succi ecture/lab hours. For ol 185T section). Ind iption here. ation(s) that	inct phrases rather r conversion course dicate "Not open to. would apply	than narrative sent s also include the fo " statement if app to proposal	ences. ormer ropriate.
Catalog Description imit course description include prerequisites, atalog number, e.g., Enter the Cal Select Course Service Learning	talog Descr On to 600 chi limitation, le (Formerly Bi talog Descr Designa Online Cou	aracters, using succi ccture/lab hours. For ol 185T section). Inc iption here. ation(s) that	inct phrases rather r conversion courses dicate "Not open to. would apply	than narrative sent s also include the fo " statement if app to proposal	ences. ormer ropriate.
Catalog Description imit course description include prerequisites, atalog number, e.g., Enter the Cat Select Course Service Learning Outcome	talog Descr Online Cou	aracters, using succi icture/lab hours. For ol 185T section). Ind iption here. ation(s) that rse Course desig	inct phrases rather in r conversion courses dicate "Not open to. would apply nation requests v	than narrative sent s also include the fo ." statement if app to proposal will first be reviev	ences. ormer ropriate.

Please up	bload the following documents:
Memo of	Support *
Memo of Suj	A memo is required only if the proposal affects another department.
Catalog R (1) The Cata (strikethroug (2) Followed	Requirement with Copy Edits * alog Requirements page needs to be copied and pasted into a Word document, and add markups gh what is old, and insert the changes in red text). by a new clean version of the catalog.
Catalog Req Attach	uirement with Copy Edits (attach document) (required) 1) Copy of the current catalog with markups, 2) followed by a new clean version.
Justificat	ion *
Justification Attach	(attach document) (required) Use the Justification Form found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.
New Sylla	abus *
New Syllabu Attach	s (attach document) (required) Syllabus assistance and template can be found on the Academic Affairs website under Curriculum / Graduate Program & Course Development.

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

To Submit the proposal, check Ready to Submit and click Submit.

Actions			
Ready to Submit	Submit		

To save a proposal for a later time, click the **Save** button. It will automatically save and close.

Actions			
Ready to Submit	Save		

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

Example:

Test: GCP: Process ID 5802880 – LEE 281 Successfully Submitted External 🖶 🛽

donotreply@mail.fresnostate.edu to charity.waddell, me, pawns - Wed, Sep 8, 2:23 PM (2 days ago) 🟠 🕤 🗄

FRESN@STATE Discovery. Diversity. Distinction.

This email is from the Test environment

Your curriculum proposal for Process ID: 5802880 - LEE 281 has been successfully submitted. You can check the status of your proposal in the OnBase OnBase Web Client.

For additional instructions please follow the steps within the user guide.

How to Submit a Catalog Change Proposal (not associated with a course proposal)

1. Under Available Forms double-click UNI-Graduate Curriculum Proposal (GCP) – UFW

E StatusView	OnBase		\square	Ŵ	Joanne Ramirez 🗸
Available Layouts	Fresno State		_	_	ସ ୯
PERSONAL LAYOUTS GROUP LAYOUTS Fresno State GCP Administrator	Available Forms FIN - Financial Signature Approval - FSA (UFW) Key Request				1
Create Layout	UNI - Undergraduate Curriculum Proposal (UCP) - UFW Items: 7 My Workflow NAME DOCUMENT DATE	LIFE CYCLE			QUEUE NAME

2. Select Catalog Change (not associated with a course proposal). Select the appropriate College/School and Academic Organization and requested Effective Term and Year.

FRESNO Discovery. Divers	STATE		
Graduate Currie	culum Proposal	(GCP)	
UNI - Graduate Cur	riculum Proposal (G	iCP)	
Use this form for new degrees, op and catalog copy and the <u>Curricu</u>	otions, and certificates. Follow the lum Guidelines and checklist.	guidelines describe in the c	campus procedures for changes in curriculum
Proposals must be approved by t April 1 in order to be effective for	he Graduate Curriculum Subcom the next academic year catalog.	mittee and received by the D	Dean of Research and Graduate Studies by
I would like to submit a: O Program Proposal O Cours	e Proposal 🖲 Catalog Change	(not associated with a cou	urse proposal)
Process ID (Office Use Only)	Create Date 08/03/2022		
Program Coordinator	Department Name	EMPL ID	
College / School Name	Academic Organization	Effective Term	Year

- 3. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
- 4. Complete the Catalog Proposal section. A dropdown menu will appear to select the Type of Program.

Catalog Proposal		
Type of Program Master's (or Ed.S.)	Program Code	Program Name (filled in from the Program Code entered)
Doctorate Advanced Certificate	owing documents:	

Examples of required documentation:



8. Submit the proposal or Save for later.

To Submit the proposal, check Ready to Submit and click Submit.

Actions				
Ready to Submit	Submit			

To save a proposal for a later time, click the **Save** button. It will automatically save and close.

Actions		
□ Ready to Submit	Save	

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



For additional instructions please follow the steps within the user guide.

How to Submit a Program Proposal

6. Under Available Forms double-click UNI-Graduate Curriculum Proposal (GCP) – UFW

StatusView		OnBase	1		Ŵ	Joanne Ramirez 🛩
Available Layouts		Fresno State		_	_	ୟ (C
PERSONAL LAYOUTS GROUP LAYOUTS Fresno State GCP Administrator	* *	Available Forms FIN - Financial Signature Approval - FSA (UFW) Key Request				1
Create Layout		UNI - Undergraduate Curriculum Proposal (UCP) Items: 7 My Workflow	- UFW			
		NAME DOCUMENT DATE	LIFE CYC	LE		QUEUE NAME

7. Select **Program Proposal**. Select the appropriate **College/School** and **Academic Organization** and requested **Effective Term** and **Year**.

FRESNO Discovery: Divers	STATE		
Graduate Curri	culum Proposal	(GCP)	
UNI - Graduate Cu	rriculum Proposal (G	iCP)	
Use this form for new degrees, o curriculum and catalog copy and Proposals nust be approved by by April 1 is order to be effective	ptions, and certificates. Follow the the <u>Curriculum Guidelines</u> and ch the Graduate Curriculum Subcom for the next academic year catalo	guidelines describe in the campus procedur ecklist. mittee and received by the Dean of Research g.	res for changes in h and Graduate Studies
I would like to submit a: Program Proposal Cours	e Proposal 🔿 Catalog Change	not associated with a course proposal)	
Process ID (Office Use Only)	Create Date 10/21/2021	1	
Program Coordinator	Department Name	EMPL ID	
College / School Name	Academic Organization	Effective Term Year	×

- 8. Indicate if this proposal **affects other departments on campus**. If yes, a memo of support will be required.
- 9. Complete the **Program Proposal** section, select the **Type of Proposal**.

Program Proposal	
This will be a: O New Program O Revision O Reactivate O Suspend	

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

Type of Program	Program Code	Program Name (filled in from the Program Code entered)
Master's (or Ed.S.) Doctorate Advanced Certificate	t admission requirements?	

- 11. 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 degree, it will need to be on the Academic Master Plan before it can be submitted.

Program Proposa	al	
This will be a: New Program O Revision Type of Program	on () Reactivate () Suspend Program Name	
Has the planned Degree	Proposal been added to the Academic N	Aaster Plan?

• **Revision** – The active Program Code will need to be entered.

Program Proposal		
This will be a: O New Program Revision () Type of Program	O Reactivate () Suspend Program Code	Program Name (filled in from the Program Code entered)
Does this revision affect a ○ Yes ○ No	admission requirements?	

• Reactivate – The inactive Program Name and Program Code will need to be entered.

rogram Propos	al		
This will be a: ○ New Program ○ Revisi	ion 🖲 Reactivate 🔿 Suspend		
Type of Program	Program Code	Program Name	

• Suspend – The active Program Code will need to be entered.

Program Name (filled in from the Program Code entered)

Examples of required documentation:

Please uploa	d the following documents:
Memo of Supp	oort *
Memo of Support	A memo is required only if the proposal affects another department.
Program Pro	oposal *
Program Proposal	Required for all NEW program proposals.
Substantive	Change Program Screening Form (WASC) *
Substantive Change	e Program Screening Form (WASC) Required for all NEW program proposals.
Catalog Requi (1) The Catalog Re (strikethrough what (2) Followed by a	rement with Copy Edits * equirements page needs to be copied and pasted into a Word document, and add markups at is old, and insert the changes in red text). new clean version of the catalog.
Catalog Requireme Attach	ent with Copy Edits (attach document) (required) Required for all EXISTING program proposals.
Justification *	
Justification (attac	h document) (required) Required for all EXISTING program proposals.

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

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

Actions		
Ready to Submit	Submit	

To save a proposal for a later time, click the **Save** button. It will automatically save and close.

Actions		
□ Ready to Submit	Save	

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

Example:

Test: GCP: Process ID 5802880 – LEE 281 Successfully Submitted External 🖶 🖾

donotreply@mail.fresnostate.edu to charity.waddell, me, pawns ~ Wed, Sep 8, 2:23 PM (2 days ago) 🏠 🕤 🗄

FRESN@STATE Discovery. Diversity. Distinction.

This email is from the Test environment

Your curriculum proposal for Process ID: 5802880 - LEE 281 has been successfully submitted. You can check the status of your proposal in the OnBase OnBase Web Client.

For additional instructions please follow the steps within the user guide.

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

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



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

Available Layouts	Fresno State	ସ ଓ
PERSONAL LAYOUTS	Available Forms	
V Fresno State	ACCT - Trust Fund Approval - TFA (UFW)	
GCP Administrator	EF - Adjusted Budget Journal - ABJ (UF)	
	EF - Business Traveler Account Action Request - BTAAR (UF)	
Create Layout	EF - Departmental Deposits - DD (UF)	
	EF - Direct Pay and Hospitality Approval - DPHA (UF)	
	EF - Gift Proposal Approval - GPA (UF)	
	EF - Gift Reporting and Transmittal Form - GRT (UF)	
	EF - Gift-in-Kind Acceptance - GIKA (UF)	
	EF - Invoice Payment Faculty Interview - IPFIE (UF)	
	EF - Key Incidents Form - KIF (UF)	
	EF - Moving Request Form - MRF (UF)	
	Items: 29	
	My Workflow	
	NAME	DOCUMENT DATE
•		
	No Results	
	Summer and Summer and Summer and Summer and Summer Summer Summer Summer Summer Summer Summer Summer Summer Summ	
	Items: 0	

3. After you double-click the proposal, a separate window will pop-up for the Form Workflow

🔴 🥚 🌒 Process ID: 5802934 5	Submitted By: PAWNS 9/15/2021 - FALL -	MASTER'S (OR ED.S.) - PROGRAM SPECIAL PROGRAM	15 (94) - SPEC
i onbase-web01-test.ad.csu	fresno.edu/AppNetSSO/ViewDocume	ntExContainer.aspx	Q
FRESNOS Discovery. Diversity. I	STATE Distinction.		
Graduate Curricul	um Proposal (GCP)		
UNI - Graduate Curric	ulum Proposal (GCP) Appro	vals	
Use this form for new degrees, options Curriculum Guidelines and checklist.	, and certificates. Follow the guidelines describe	n the campus procedures for changes in curriculum and catalog copy a	and the
Proposals must be approved by the Gr next academic year catalog.	aduate Curriculum Subcommittee and received b	y the Dean of Research and Graduate Studies by April 1 in order to be	effective for the
I would like to submit a: * Program Proposal O Course Prop	oosal 🔿 Catalog Change (not associated with	a course proposal)	-
Process ID (Office Use Only) 5802934	Create Date 09/15/2021		
Program Coordinator*	Department Name *	EMPL ID	
PAWN SAYPHENGSY	DEPUTYCHIEF INFORMATION OFFICE	12174	
College / School Name *	Academic Organization *	Effective Term * Year *	
SPECIAL PROGRAMS (94)	SPECIAL PROGRAMS (376)	FALL 2021	

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

Please upload	the following documents:
Memo of Support GCP5802934 Memo Attach	rt * (1) of Support 9/15/2021 11:47:28 AM Remove)
Catalog Require (1) The Catalog Requ and insert the chang (2) Followed by a ne	ment with Copy Edits * irrements page needs to be copied and pasted into a Word document, and add markups (strikethrough what is old, es in red text). w clean version of the catalog. (1)
Catalog Requirement GCP5802934 Catalo Attach	with Copy Edits (attach document) (required) g Requirement 9/15/2021 11:47:27 AM Remove)
Justification * (1)
Justification (attach (GCP5802934 Justific Attach	locument) (required) ation 9/15/2021 11:47:27 AM Remove)

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

Approve	C Return for Edits	Submit
Comments can be ad	Ided here and will automatica	ally save once the
	d	

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 <u>Fresno State OnBase</u> site where the **My Workflow** menu is located. *Note – when you click on the link, you may be required to login first.*



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.
- Workflow Status In process or archived.
- Submitted By Fresno State username
- 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 is in their **My Workflow**.

3. After you click on the **Search button**, the search results will appear in the **Results tab**.

E StatusView		OnBase	🟠 🖂 前 🛛 Joanne Ramirez 🗸
Available Layouts		Fresno State	ସ ୯
<u>q</u>			
PERSONAL LAYOUTS	~	Available Forms	
GROUP LAYOUTS	~		
CCP Administrator		ACCT - Trust Fund Approval - TFA (UFW)	
GCP Administrator		EF - Adjusted Budget Journal - ABJ (UF)	
Create Lavout		EF - Business Traveler Account Action Request - BTAAR (UF)	
Create Layout		EF - Departmental Deposits - DD (UF)	
		EF - Direct Pay and Hospitality Approval - DPHA (UF)	
		EF - Gift Proposal Approval - GPA (UF)	
		EF - Gift Reporting and Transmittal Form - GRT (UF)	
		EF - Gift-in-Kind Acceptance - GIKA (UF)	
		EF - Invoice Payment Faculty Interview - IPFIE (UF)	
		EF - Key Incidents Form - KIF (UF)	
		EF - Moving Request Form - MRF (UF)	
		FF - Detru Cach Fund - DCF (IIF) Items: 29	
		Mv Workflow	
		NAME DOCUMENT DATE LIFE CYCLE	QUEUE NAME
		Process ID: 5803174 Submitted By: JOARAMIREZ 9/22/2021 - SPRING COURSE - LEE - 266 - KREMEN SCH OF EDUC & HUM DEV (50) - LIT, EARLY, BILING & 9/22/2021 SPECL ED (179) - DIVISION OF RESEARCH & GRADUATE STUDIES	Division of Research & Graduate GCP) Studies
		Process ID: 5803177 Submitted By: JOARAMIREZ 9/22/2021 - FALL COURSE - COUN - 231 - KREMEN SCH OF EDUC & HUM DEV (50) - COUNSELOR ED & REHABILITATION (192) - DIVISION OF RESEARCH & GRADUATE STUDIES Home: 2	Division of Research & Graduate SCP) Studies
		Search SEARCH RESULTS	
		PROCESS ID SUBMITTED BY DATE SUBMITTED DOCUMENT TYPE	QUEUE NAME
		5495360 JOARAMIREZ 1/28/2020 Key Request	COMPLETE
		5803398 JOARAMIREZ 10/6/2021 UNI - Graduate Curriculum Pr	oposal (GCP) - UFW CANCELLED
		5803394 JOARAMIREZ 10/6/2021 UNI - Graduate Curriculum Pr	oposal (GCP) - UFW CANCELLED
		4988689 JOARAMIREZ 4/10/2019 Visitor Parking Request	COMPLETE
		5803120 JOARAMIREZ 9/22/2021 UNI - Graduate Curriculum Pr	oposal (GCP) - UFW COMPLETE
		5803395 JOARAMIREZ 10/6/2021 UNI - Graduate Curriculum Pr	oposal (GCP) - UFW COMPLETE
		5803399 JOARAMIREZ 10/6/2021 UNI - Graduate Curriculum Pr	oposal (GCP) - UFW COMPLETE
		5242236 JOARAMIREZ 8/8/2019 Key Request	COMPLETE
		Items' 56	

4. To view the **Workflow History**, double-click on the proposal in **Search Results** list.

SEARCH RESI	JLTS			
PROCESS ID	SUBMITTED BY	DATE SUBMITTED	DOCUMENT TYPE	QUEUE NAME
5242236	JOARAMIREZ	8/8/2019	Key Request	COMPLETE
5803124	JOARAMIREZ	9/22/2021	UNI - Graduate Curriculum Proposal (GCP) - UFW	COMPLETE
5582598	JOARAMIREZ	3/18/2020	Key Request	COMPLETE
5803174	JOARAMIREZ	9/22/2021	UNI - Graduate Curriculum Proposal (GCP) - UFW	DIVISION OF RESE GRADUATE STUDI
5261638	JOARAMIREZ	8/20/2019	Key Request	COMPLETE
5249770	JOARAMIREZ	8/13/2019	Key Request	COMPLETE
5291231	JOARAMIREZ	9/4/2019	Key Request	COMPLETE

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**.

New Syllabus (a	tach document) (required)	
GCP5803174 LE	266 New Syllabus 9/22/2021 1:26:44 PM [Remove]	
Attach		
orkflow H	ston d	
orkflow H	istory	
orkflow Histo	istory	
orkflow Histo	AM :: Routed to DIVISION OF RESEARCH & GRADUATE STUDIES for review.	
Iorkflow Histo 0/6/2021 10:59:20 0/6/2021 10:59:20	AM :: Routed to DIVISION OF RESEARCH & GRADUATE STUDIES for review.	
Vorkflow Histo 0/6/2021 10:59:20 0/6/2021 10:59:20 0/5/2021 10:17:58	AM :: Routed to DIVISION OF RESEARCH & GRADUATE STUDIES for review. AM :: JAMES MARSHALL Approved. AM :: Routed to DEAN OF DIVISION OF RESEARCH & GRADUATE for review.	
Vorkflow Histo 0/6/2021 10:59:20 0/6/2021 10:59:20 0/5/2021 10:17:58 0/5/2021 10:17:48	AM :: Routed to DIVISION OF RESEARCH & GRADUATE STUDIES for review. AM :: JAMES MARSHALL Approved. AM :: Routed to DEAN OF DIVISION OF RESEARCH & GRADUATE for review. AM :: MD FAYZUL PASHA Approved. M :: Routed to GRADUATE (JURPICIUM UM SUBCOMMITTEE for review.	

5. For **additional information**, click on the **Approvals tab** on the form. Here, each **approval step** can be seen including any **comments** added.

Graduate Curriculum	Proposal (GCP)		
UNI - Graduate Curriculur	n Proposal (GCP) Approvals 🛶		
GCP Meeting Date			A
Submitter Review			
Created By Joanne Ramirez			
Recieved Date	Submitted By	Approved Date	
Submitter Comments			
Program Coordinator Pe	view		_
Recieved Date	Program Coordinator	Approved Date	