- Upon visiting the above URL, you will be prompted to login with your UH username and password.
- After logging in, navigate to the Courses main screen by clicking on “Apps” → “Curriculum”
- Click on “+ New Course”

An orange bar stating draft will appear with the new course proposal form below. Please follow all prompts and complete all fields below for a new course. Frequently asked questions about the form can be found on the last page of this document.

When you have completed all of your input, click on the “Leave Edit Mode” on the right side.
You will now need to submit your proposal for workflow approval. Click on the “Submit for approval” button on the right side menu.

You will see a green box indicating “Success” your proposal has been submitted appear in the top middle of the screen. The orange bar will now change to blue, indicating your proposal is in workflow for approvals.

This is a dynamic window that allows you to see who the current approver for the proposer is currently and who else needs to approve it down the line. Click on “Next” to see the next approver.

If you need to pull your proposal from the approval process at any time, you can do so by using the “Withdraw from Workflow” button, please note that the approvers will not be notified if this action is taken and the proposal will need to be resubmitted before

Your proposal has been submitted!

Questions: Shelby Wong shelbyw@hawaii.edu Ph: 932-7927
Frequently Asked Questions
New Course Proposal

Q: Conflicting subject code and number
A: A course using that alpha & number already exists, please choose a different number. When a course number is not in use, the red bar will not appear.

Q: What is the difference between the Proposal Information Section and the Course Information section?
A: **Proposal Information**: Specific to this one request.
**Course Information**: Will stay attached to this course permanently.

Q: What “Proposal Supporting Documents” do I need?
A: **Non-Crosslisted Course**: Optional: Documentation supporting your new course

**Crosslisted Course**: Optional: Documentation supporting your new course
**Mandatory**: PDF stating approval from the Crosslisted Department Chair(s)

Q: What “Attachments” do I need?
A: There are no required attachments, but some faculty like to upload a PDF syllabus in addition to inputting the syllabus in the field.

Q: What do I need to do to request that my course be Crosslisted?
A: In order to crosslist a course, you will need to have or complete the following:
1. Obtain written approval from the crosslisted Department Chair. This approval should be attached to this proposal in the “Proposal Supporting Documents Section”
2. Complete all fields in this proposal relating to Crosslisting.
3. Create a second New Course proposal for the crosslisted version of the course, include the same attachments to that proposal.