Instructions for Academic Departments proposing new course prerequisites

1. Log in to ICMS: [https://ucdavis.curricunet.com/](https://ucdavis.curricunet.com/)
2. Click on “Create Proposal” in the upper right

3. Select Proposal Type, either “Colleges Prereq/Restrictions – Undergraduate” or “Colleges Prereq/Restrictions – Graduate/professional”, depending on the level of the course.
4. Click “Next”
5. Select the subject code from the drop down list, for this example we will use “(BIT) Biotechnology”
6. Click “Search” to get the list of all courses with that subject code, for this example we will select BIT 161A
7. Click “Next” (bottom right of the screen), Click “Create Proposal” (bottom right of the screen)
8. The draft proposal is created

9. There are six tabs on the left. Three of the tabs must be reviewed/complete. Make sure to click on the “Save” button in the bottom right corner of the document after you make your changes.
   a. “Proposal Resources” – Provides the user information and links about the ICMS system and the course approval process, no information is submitted on this tab
   b. “Course Information” – Two fields in this area need to be adjusted:
      i. “Effective Term” – select the appropriate effective term for this change
      ii. “Remarks” – remove any existing remarks and list the changes you are making with this document, i.e. “We are requesting a change to the prerequisites from BIS 101 to BIS 101 and 102. We have also updated the instructor.”
   c. “Prerequisites” – Three field in this area may need to be adjusted, you can find information about how to list your prerequisites, recommendations, and consent of instructor here: http://registrar.ucdavis.edu/faculty-staff/icms/prereqs.cfm
      i. “Consent of Instructor”
      ii. “Recommended or Other Text”
      iii. “Prerequisites” – make sure to check the “Prerequisite Catalog View” box to ensure that your entries are displayed as you expected, this is the sentence that will be seen in Schedule Builder, Class Search, and the General Catalog.
   d. “Enrollment Restrictions” – You can find information about CRN suppression and enrollment restrictions here: http://registrar.ucdavis.edu/faculty-staff/icms/prereqs.cfm
   e. “Cross Listing” – No changes can be made on this tab.
   f. “Codes/Dates” – No changes can be made on this tab.
10. When all of the information has been saved, submit the proposal by clicking “Launch” in the upper right corner of the proposal.