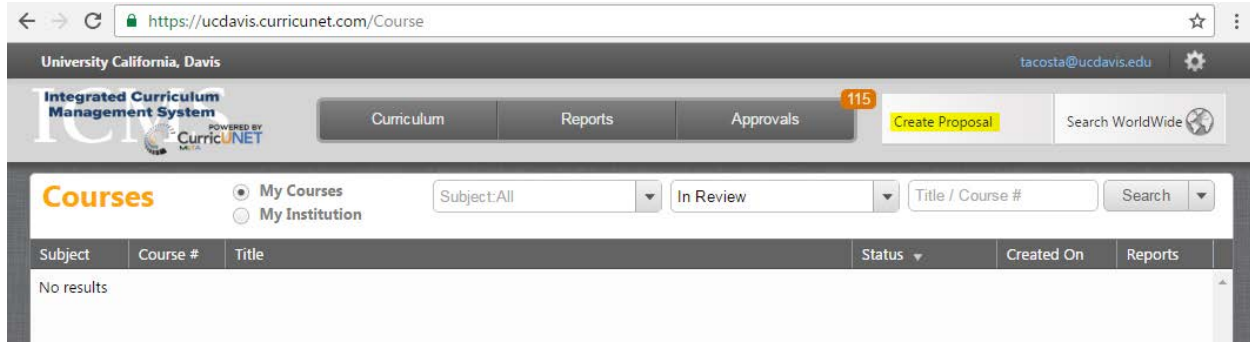
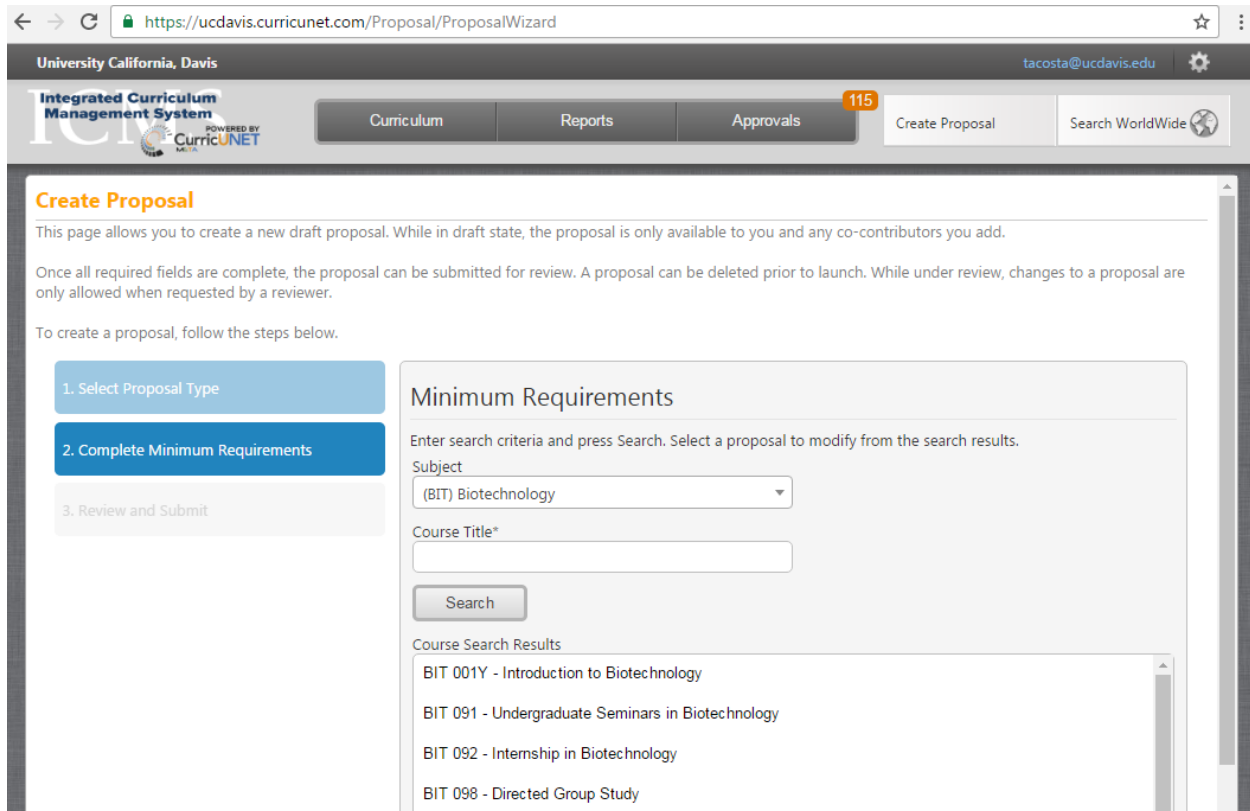


Instructions for Academic Departments proposing new course prerequisites

1. Log in to ICMS: <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

University California, Davis
Integrated Curriculum Management System
POWERED BY CurricUNET META

Curriculum Reports Approvals 114 Create Proposal Search WorldWide

Colleges Prereq/Restrictions - Undergrad: BIT 161A - Genetics and Biotechnol...
Status: Draft Launch Delete Draft

Proposal Resources

Course Information 1/1

Prerequisites

Enrollment Restrictions

Cross Listing

Codes/Dates 2/2

Proposal Resources

Welcome to the ICMS course information system, powered by CurricUNET META.
CurricUNET META is different from our previous ICMS. Differences are from the design of the system itself, but also due to changes made to the course form to better collect and communicate course information.

Every form tab has two links for help in the upper right side of the screen: "Web Help" and "Videos". These will link out to the ICMS website for additional information or to a short video for that course tab.

All help information and instructional videos can be found on our [website](#).

Davis Division of the Academic Senate & Course Regulations

- [Committee on Courses of Instruction](#)
- [Course Approval Policies and Procedure](#)
- [Davis Division Course Regulations](#)
- [Systemwide Course Regulations](#)
- [Learning Activity Rules & Examples](#)
- [Learning Activity List](#)
- [Course Committee Reviewer Guide](#)
- [General Education Requirements](#)

Updates to the Course Form

Units Calculator: On the Units & Contact Hours tab there is a significant difference in how we collect and use Learning Activities. Using the Units Calculator, ICMS will determine the units for the course based on the rule of 30 hours of work per unit. More information can be found on the tab and at the Academic Senate website

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.
- "Proposal Resources" – Provides the user information and links about the ICMS system and the course approval process, no information is submitted on this tab
 - "Course Information" – Two fields in this area need to be adjusted:
 - "Effective Term" – select the appropriate effective term for this change
 - "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."
 - "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>
 - "Consent of Instructor"
 - "Recommended or Other Text"
 - "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.
 - "Enrollment Restrictions" – You can find information about CRN suppression and enrollment restrictions here: <http://registrar.ucdavis.edu/faculty-staff/icms/prereqs.cfm>
 - "Cross Listing" – No changes can be made on this tab.
 - "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.

The screenshot shows a web browser window with the URL <https://ucdavis.curricUNET.com/form/Course/Index/16406>. The page header includes "University California, Davis" and the user email "tacosta@ucdavis.edu". The main navigation bar contains "Curriculum", "Reports", "Approvals" (with a notification badge "114"), "Create Proposal", and "Search WorldWide".

The main content area is titled "Colleges Prereq/Restrictions - Undergrad: BIT 161A - Genetics and Biotechnol...". Below the title, the status is "Draft". There are "Launch" and "Delete Draft" buttons in the top right of the content area.

The form is divided into two main sections: "Proposal Resources" on the left and "Course Information" on the right. The "Proposal Resources" section includes a table with the following rows:

Proposal Resources	
Course Information	2/2
Prerequisites	
Enrollment Restrictions	
Cross Listing	
Codes/Dates	2/2

The "Course Information" section contains the following fields and values:

- College/School: College of Agriculture and Environmental Sciences (AE)
- Department: Plant Sciences (PLS)
- Subject Code *: BIT - Biotechnology (BIT)
- Course Number *: 161A
- Catalog Title *: Genetics and Biotechnology Laboratory
- Abbreviated Title *: Genetics & Biotech Lab
- Effective Term *: 2017 Fall Quarter

Below the form fields, there is a "Remarks" section with the instruction: "Remove previous remarks. Describe the changes you are making to the course with this proposal." The text entered in the remarks field is: "We are requesting a change to the prerequisites from BIS 101 to BIS 101 and 102. We have also updated the instructor".

A "Save" button is located at the bottom right of the form area.