Online Course Proposal Instructions (modified 9/4/15)

ONLINE COURSE PROPOSAL PROCESS

Course Proposal Entry:

1. Login to MySFA. Click the “myServices” tab. Click the “Course Proposal” link under “Faculty Services Links.”
   - You must have faculty status to access the online course proposal process.
   - The first time you access the process, you may have to log in a second time. Use your MySFA username and password to login to the system.
   - The process performs better when using Chrome, Firefox or Internet Explorer 11 browsers.

2. Choose 'Add' for a new course, 'Modify' to revise an existing course or 'Delete' to remove a course from inventory. Note: When you choose an existing subject code, college and department cannot be changed. You must choose a department and college when entering a new course subject code.
3. Complete the course information by choosing the appropriate information from the drop down boxes and completing required information in the text boxes.
   
   - If the course will require additional library resources, specify which library personnel were consulted in that text box.
   - CIP codes may be found at http://www.txhighereddata.org/Interactive/CIP/. No decimals should be used in the ten digit number.
   - Course titles must be limited to 32 characters. Long titles are not restricted to 32 characters.
   - The Course description area and justification area, are limited to 1000 characters each, and the prerequisites area is limited to 1000 characters in the space provided. The form will not fit on a page if there are too many lines in these fields. The description area and justification area were intended for 5 lines max. You will receive an error message if you press enter or type in more than what is allowed in the fields.
   - If a course is listed as a replacement for a course currently on inventory, that course will count as a repeat of the previous course on student transcripts.
   - Prior to entering a new course number for an existing subject, check your course inventory to determine that the number has not previously been used.
   - “Course extension” is required when adding any lab or a practicum that is a co-requisite of another course.

4. **PLEASE NOTE:** Once you have input the information for an entire page, you will be able to select “next” from the menu to move forward to the next section. This additionally saves your work up to that point and allows you to exit the program and return at a later time to continue your work. To edit your work, you will need to choose the drop down menu for the appropriate “Add,” “Delete,” or “Modify” action and choose “Edit/Verify.”

   - If you must exit before you have completed an entire page, enter “XX” in each remaining required area to move to the “next” button and preserve the opportunity to continue at a later time.
5. You may manually input the syllabus information, or choose to upload a syllabus document. The uploaded syllabus must be in the approved university syllabus format: http://www.sfasu.edu/acadaffairs/documents/Course-Syllabus-Guidelines.doc

- If you choose the “file upload” function, you will then need to browse to choose the file and click “submit.”
- Click “next” to proceed with the syllabus entry or upload.
6. After the syllabus is entered or uploaded, you will click “next” to verify the course information.
7. If modification is needed, click “go back.” If the information is correct, click submit.

8. You will see a message box asking if you are ready to submit. If so, click “ok.”

**PLEASE NOTE:** If further modification is needed after your course is submitted, the approver in whose queue the course is waiting for approval must reject the course to return it to you for editing.
9. You will receive confirmation of your submission.

10. You can monitor the progress of your submission by clicking the “history” button on the “Add”, “Delete” and “Modify” drop down lists in the navigation bar.

11. You will be able to view your submissions, your department’s and college’s submission, or all campus submissions by choosing the appropriate tab on the history page.
Chair and Dean Approval Process:

1. Access your courses awaiting approval by clicking “Approval” in the navigation bar and choose the category you wish to review.

2. The courses requiring your approval will be listed. Click on the title of the course to review the course information.

3. The status bar will indicate the approval status of the course.

4. Click the content tab to review the course information.
5. If the course does not need further modification, choose “approve” or “reject” from the drop down decision box and click “submit decision.” If the course requires modification, click “revisions needed” and type your comments into the text box. When comments are entered, click “submit decision.”

For questions or assistance with this process, please contact Lynda Langham at Ext. 2120.