



## Course Proposal Form Instructions

### Accessing the System

The course proposal/change process is conducted online. To propose or change a course, go to this address: <https://nextbulletin.du.edu/courseadmin/>

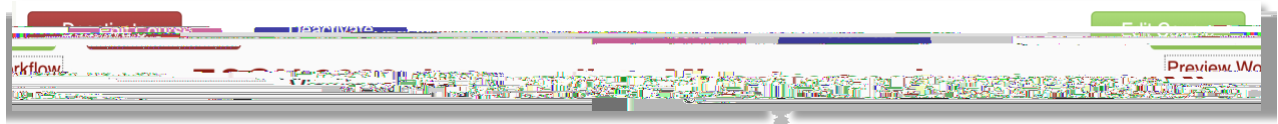
You will be prompted to login to use the form. Your login and password are your 87xxxxxxx ID and password. These are the same credentials you use to login to PioneerWeb. Note: If you are unable to login to the course proposal site but are able to login to PioneerWeb, please email Paul McCarty ([paul.mccarty@du.edu](mailto:paul.mccarty@du.edu)) for assistance.

### Searching for Courses

Once you have logged in to the course proposal system, you can search for courses by subject codes and number by entering them in the search box at the top of the form.

### Previewing Workflow

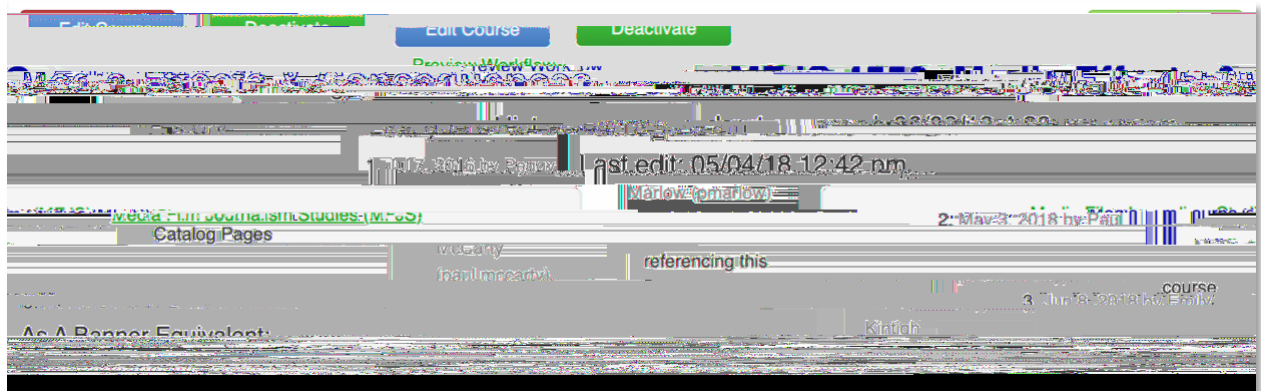
The form utilizes workflows to move the proposal through the approval process. Users can preview workflow for a course by clicking on the Preview Workflow link for a course they have brought up in the inventory.



The preview workflow button will display a page with workflow, listing user roles and members, for that course. For most new courses, the workflow for the course will be the same as the workflow for existing courses with that subject code.

### Course History

Users can view previous course proposal history going back to 2014 when courses were migrated to the CourseLeaf system. Many courses will not have a history. If a course does have a proposal history within the system, it will be visible directly below the Preview Workflow link.



## Course Proposal and Schedule Policies and Form Help

Whether you are proposing a new course or making changes to an existing course, please consult the [Course Proposal and Class Schedule Instructions](#)

## Approving Changes

If you are in an approval role with for course proposals, you should receive an email with any