

Directions for Using the Course Proposal Format Form

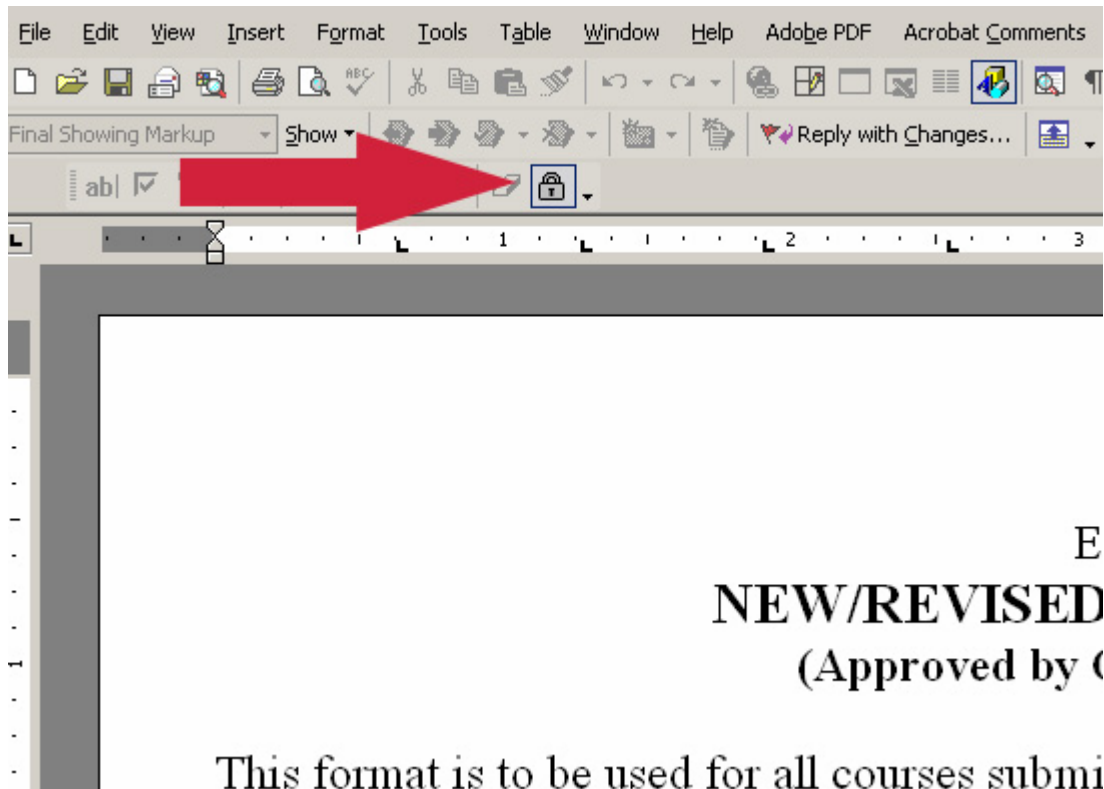
First, open the course proposal format form at the following Website:

<http://www.eiu.edu/~eiucaa/CourseProposalFormat.doc>.

Next, follow these steps:

1. Save the document to your computer.
2. Complete page 1:
 - When you open the course proposal format, it will be locked—that is, protected from update. (See the image of the “protect form icon” below. When the icon is highlighted, this means the form is locked. If the protect form icon is not showing on your computer, then follow the directions at the end of this document for adding it.*) You cannot place checkmarks in the appropriate boxes and/or type text in the fields on page 1 of the course proposal format unless the form is locked.
3. Complete pages 2-4:
 - So that you can format any new text you add to pages 2-4, you must unlock the form. Do this by clicking on the “protect form icon” (The icon will “gray out” when the form is unlocked.)
4. Save your completed proposal. When you are ready, send it to your department/school’s curriculum committee. Once it is approved by this group, send it to the chair of your college’s curriculum committee. Proposals approved at that level and numbered 0-4999 must then be sent to CAA in care of Janet Fopay (jlfopay@eiu.edu); those numbered 4750 and above must be sent to CGS, in care of Linda Barter (lkbarter@eiu.edu).

The Protect Form Icon:



***Directions for adding the protect form icon to your computer.**

1. Select “View” from the menu bar.
2. Choose “Toolbars” from the “View” pull-down menu.
3. Move your cursor over and left-click on the word “Forms.. The “protect form icon” should appear on your computer. If not, then follow these additional steps.
 - a. Select “Customize” from the pull-down menu.
 - b. Open the “Toolbar” tab within the “Customize” box.
 - c. Click on the box next to “Form” and then close the box. The “protect form icon” should appear.

