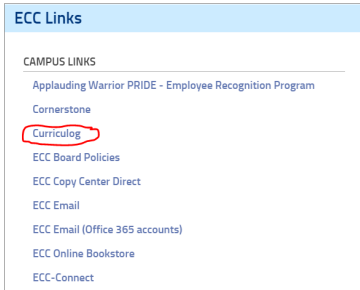


# How Do I Review and Approve a Course? 8/27/2024

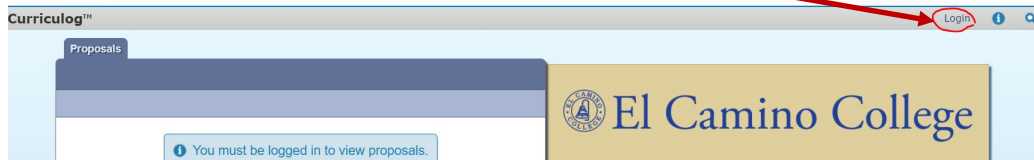
## 1. Two Ways to Log In

Go to Camps Links on the MyECC Home Page.



Or, go to **elcamino.curriculog.com**

You will see a Welcome Page. Click Log-In

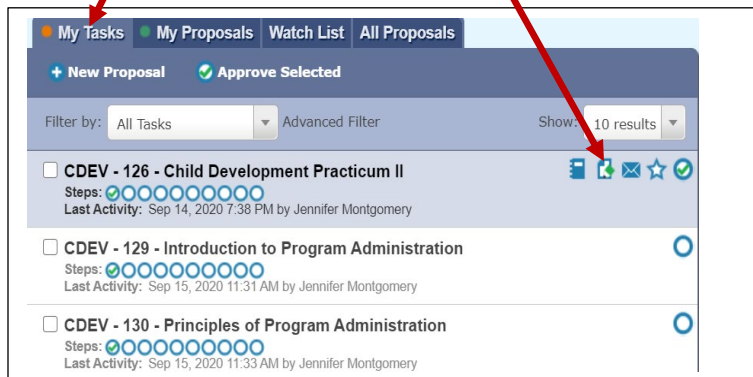


Use your complete ECC email and password

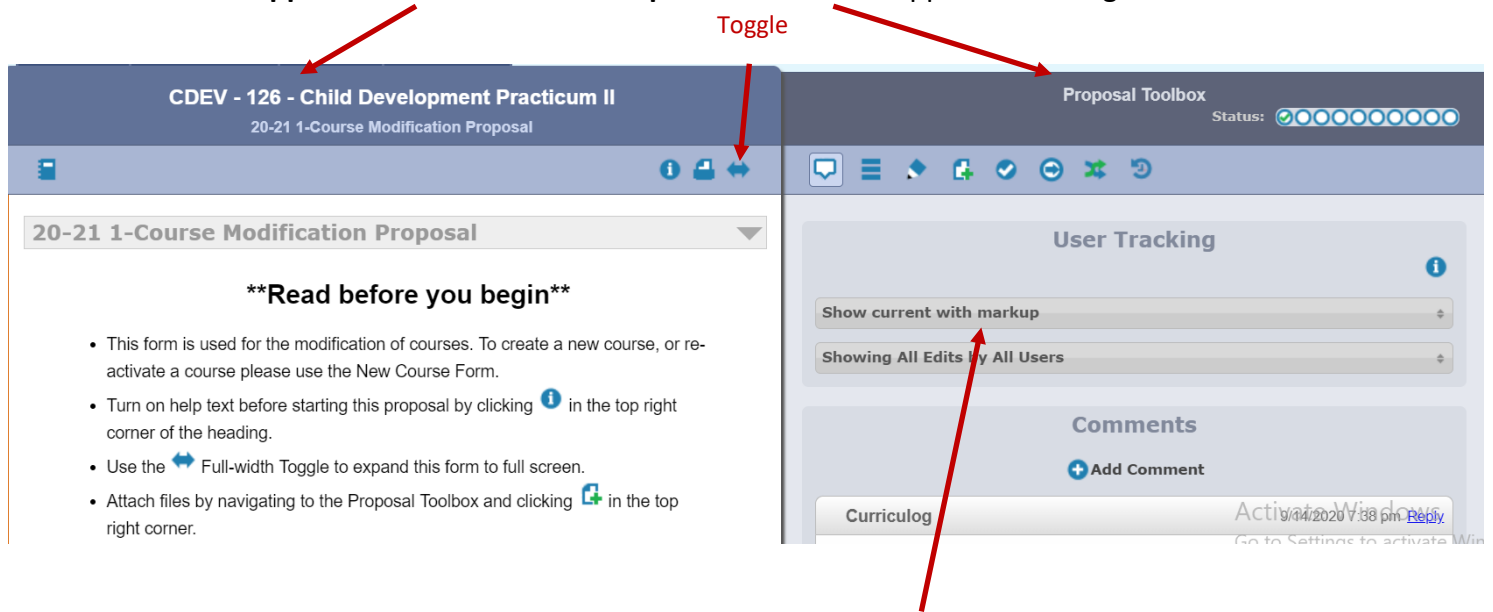
(Problems logging in? Contact Lissette at [lmartinez@elcamino.edu](mailto:lmartinez@elcamino.edu))

## 2. Select My Tasks.

Click the  Edit icon.



3. The course will appear on the left and the **Proposal Toolbox** will appear on the right.



4. Select **Show current with markup** to view the changes made in the outline. They will be in color.

5. Scroll through the proposal form to review the modifications are being proposed.

**Proposed Course Revisions**

Select all that apply\*

- No Changes
- Reactivation
- Course Name
- Course Number
- Descriptive Title
- Discipline
- Catalog Description
- Conditions of Enrollment (Prerequisites, Corequisites, and Recommended Preparation)
- Lecture/Lab Hours
- Outside Study Hours
- Units
- Grading Method

6. For every box checked above, there should be a justification in the text box below.

Justification for Course Modifications:

**Example:**

**Descriptive Title:** The title has been changed to reflect current discipline nomenclature

**Catalog Description:** The catalog description has been expanded to include topics related to current issues in the field.

**Conditions of Enrollment:** The conditions of enrollment have been modified in order to comply with AB705 regulations.

7. **Make Your Decision.** Type in your comments/suggestions in the **Your Decision** box. Select **Approve** or **Reject**.

If you choose **Reject**, the proposal moves back to the previous step. Once the issue is resolved, you can change your decision to **Approve** so that the proposal can move to the next step.

The screenshot shows a form titled "Your Decision" with the question "What would you like to do with this proposal?". It features two columns of radio button options: "Approve" and "Reject" on the left, and "Hold", "Suspend", "Cancel", and "Custom Route" on the right. A red 'X' is drawn over the right column. Below the options is a text area with the prompt "Please comment on your decision below." and the instruction "Type in comments if applicable or leave blank." At the bottom is a "Make My Decision" button. Red arrows point from the text above to the "Approve" option and the "Make My Decision" button. A red-bordered box on the right contains the text "Please do not use these choices." with a red 'X' over the options.

8. Click **Make My Decision** to move the proposal to the next step in the approval process.