Users must log into the system using their campus NETID and password.
1: My Proposals Tab

- All proposals are displayed under My Proposals tab. Instructor can view the proposal status under this tab.
- Instructor can also view or edit saved (created) proposal. Red flag notifies instructor to take action.
- Select the term on Quarter, both Priority and Submission deadlines will appear.
- View definition of Priority deadline by mouse over the ? mark.

---

INSTRUCTOR USER INTERFACE

- **Year**: 2020-2021
- **Quarter**: Fall
- **Priority deadline**: 08/01/2020
- **Submission deadline**: 10/01/2020

- **My Proposals** tab
- **More Info Needed** icon
- **Approved Proposals** tab

- **Add New Proposal** button

<table>
<thead>
<tr>
<th>Confirmation #</th>
<th>Course Number</th>
<th>Date Submitted</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU2RMTFI</td>
<td>ANTH 101</td>
<td>06/27/2020</td>
<td>Need More Information from Chair</td>
</tr>
<tr>
<td>W7SVAACL3</td>
<td>ART ART 101</td>
<td></td>
<td>Created</td>
</tr>
</tbody>
</table>

---
2: Add New Proposal

- To submit a new proposal, click on Add New Proposal button.

### INSTRUCTOR USER INTERFACE

#### Year: 2020-2021  **Quarter: Fall**  **Priority deadline: 08/01/2020**  **Submission deadline: 10/01/2020**

<table>
<thead>
<tr>
<th>My Proposals</th>
<th>More Info Needed</th>
<th>Approved Proposals</th>
</tr>
</thead>
</table>

> **ADD NEW PROPOSAL**

---

<table>
<thead>
<tr>
<th>Confirmation #</th>
<th>Course Number</th>
<th>Date Submitted</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU2RMTFI</td>
<td>ANTH 101</td>
<td>06/27/2020</td>
<td>Need More Information from Chair</td>
</tr>
<tr>
<td>W7SVACL3</td>
<td>ART ART 101</td>
<td></td>
<td>Created</td>
</tr>
</tbody>
</table>
3: Proposal Form

- Name and email address are filled automatically. Select College and Department from pull-down list (i.e. determine which department chair would be routed and notified)
- Instructor of Record name is defaulted as the requestor and can be changed.

If you have questions about the proposal process, please contact AssociateProvost Ken Baerenklau (associateprovost@ucr.edu). If you run into any problems submitting this form, please contact Julia McLean in the Provost’s Office (julia.mclean@ucr.edu).

First Name  Last Name  E-Mail  Phone
James  Lin  james.lin@ucr.edu  

Please select the College and Department/Program associated with this course. For cross-listed courses, use the course's "home" department or program.

Instructor of Record (First and Last Name)
James Lin  

Course and Section Information

Provide the subject (e.g. GSST, BCH, etc.), course number (e.g. 008, 100S, etc.) and section number(s) that you are proposing for in-person instruction. You must submit one form for each unique course number. However, if you are proposing multiple sections of the same course number to be taught in-person, you should list all of the sections here on one form. ONLY list sections for which you are requesting in-person instruction. For cross-listed courses, use the subject associated with the home department or program.

1. Please provide the course subject and number for which you are requesting in-person instruction. Use the following format: XXXX #### (e.g. CEE 238A)

   CEEE  238A

2. Is the course cross-listed? If Yes, please list.

3. Does your course have a Course Material Fee? If yes, should it be charged for this delivery method?
4: Proposal Form

- Fill out the proposal form. All fields are **required** except comment. Make sure all checkboxes are checked under Acknowledgements of Standards and Recommendations and Acknowledgements of Responsibilities.
- View definition of CRN by mouse over the ? mark.

---

**Acknowledgements of Standards and Recommendations**

UCR's Instructional Continuity Plan includes several instructional safety standards and recommendations.

- Please read and acknowledge that you understand each instructional safety standard by checking the box next to each statement.
  - Face-to-face activities are limited to 30 participants at a time, regardless of the size of the venue (including off-campus and outdoor locations).
  - At least 6 feet of social distancing must be maintained between all participants during face-to-face activities.
  - Assigned seating and attendance tracking are required for in-person courses.
  - Every in-person participant, including students, instructors, and guests, must wear a cloth face covering.
  - Every in-person participant, including instructors, students, and guests, must use hand sanitizer when entering the classroom.
  - Every in-person participant must disinfect their personal space (e.g., chair, desk) upon entering using wipes provided in each active classroom. Used wipes must be placed in a trashcan for subsequent removal. Other cleaning products should **NOT** be used as these may damage materials.
5: Save or Submit Proposal

- Click SAVE to save the form and finish it later.
- Click SUBMIT to submit the proposal. Once the form is submitted, it’s not editable. One must check the checkbox before submitting the request.
- A confirmation email will be sent to Instructor and a notification email to department chair.

By checking this box, you are indicating that you have read, and familiarized yourself with all the materials required to conduct in-person instruction during the current COVID-19 pandemic restrictions, and will stay current on any additions or changes thereto.

© 2020 Regents of the University of California.
6: More Information Needed Tab

- If more information is needed for a specific proposal, it will be sent back to the Instructor by either the Chair or Dean.
- Such requests can be found under More Info Needed tab.
- Click on the Edit button to revise and resubmit your proposal.
On the More Information Needed proposal, a latest comment can be found under the Proposal Information header. The comment highlights the information needed for this specific request.

The Instructor can revise the proposal accordingly and then resubmit it.
8: Completed Proposals Tab

- Completed Proposals tab lists all the proposals that have been completed by Registrar Office.
- Space Assignment shows the submission status finalized by the Registrar Office.
CHAIR USER INTERFACE
1: Recently Submitted Proposals Tab

- All recently submitted proposals (both new and revised) are displayed under Recently Submitted Proposals tab. A number with red background indicates the number of proposals waiting for review.
- To review the proposal, click on the Edit button.
2: Review Proposal

- Chair reviews the proposal and makes decision: Approve, Deny, or More Information Needed.
- A notification email will be routed based on the slide 2’s process flow.
- If More Information Needed is selected, the proposal will be sent back to the Instructor.
3: All Proposal Tab

- All proposals can be found under the All Proposals tab.
- The displayed proposals can be filtered by their status.

![Proposal Table](image)

- **Confirmation #** | **Course Number** | **Submitted By** | **Email** | **Date Submitted** |
- 7XOXKLYW | ANTH 200 | Kelvin Mac | kelvin.mac@ucr.edu | 06/27/2020 | Need More Information from Dean
- 6ROTROUY | ECON 100A | Matthew Chu | matthew.chu@ucr.edu | 06/27/2020 | Dean Denied
4: Completed Tab

- All completed proposals can be found under the Completed tab.
DEAN USER INTERFACE
All new chair approved proposals are displayed under All Proposals tab. The new chair approved courses are grouped into undergraduate and graduate for easier review. A red flag indicates number of proposals to be reviewed.

To review the proposal, click on the Edit button.
2: View Proposal Details

- Basic proposal information is at the beginning of the proposal detailed view.
- Approval history is at the bottom of the proposal detailed view.

PROPOSAL INFORMATION
CONFIRMATION #: HGZGNCBP
TERM: FALL 2020
STATUS: REGISTRAR COMPLETED

Submitted By: Raymond Holguin
E-mail: rholguin@ucr.edu
Phone: 6464464644
College: College of Humanities and Social Sciences
Department/Program: Art
Instructor of Record: Raymond Holguin
Date Submitted: 09/25/2020

Approval History

<table>
<thead>
<tr>
<th>Date</th>
<th>User</th>
<th>Status</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/25/2020</td>
<td>rholguin</td>
<td>Registrar Completed</td>
<td></td>
</tr>
<tr>
<td>09/25/2020</td>
<td>rholguin</td>
<td>Dean Approved</td>
<td>asdfasdfsadf</td>
</tr>
<tr>
<td>09/25/2020</td>
<td>rholguin</td>
<td>Chair Approved</td>
<td>asdfasdfsad</td>
</tr>
</tbody>
</table>
3: Review Proposal

- Dean reviews the proposal and makes decision: Approve, Deny, or More Information Needed.
- A notification email will be routed based on the slide 2’s process flow.
- If More Information Needed is selected, the proposal will be sent back to the Instructor.
- If Approve is selected, the proposal is automatically routed to the Registrar Office for room assignment.
4: Completed Tab

- All completed proposals by the Registrar Office can be found under the Completed tab.
- The information under Space Assignment includes the course section and space. See example below: No space available for ART 300 Section 001 and department space is assigned for Section 101.
- Data can be exported to Excel by click on EXPORT SUBMITTED Data on top right corner.
REGISTRAR/ITS/FACILITIES USER INTERFACE
I: View Proposals

- All new dean approved proposals are displayed under All Proposals tab. A red flag indicates number of proposals to be reviewed. To review the proposal, click on the Edit button.
- Data can be exported to Excel by click on EXPORT SUBMITTED Data on top right corner.
2: Assign Space

- Registrar Office assigns space on SPACE ASSIGNMENT: select Assignment Type and enter description on Assignment Description.
- Using the system as working space, Registrar Office, ITS and Facilities Services collaborate and communicate via leaving message on Notes.
- Registrar Office communicates with instructor via emails as needed.

<table>
<thead>
<tr>
<th>Section #</th>
<th>CRN</th>
<th>Activity Type</th>
<th>Room Preference</th>
<th>Meeting Type</th>
<th>Frequency</th>
<th>Assignment Type</th>
<th>Assignment Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>12342</td>
<td>Fieldwork</td>
<td>Test</td>
<td>On campus-remote</td>
<td>Recurring Meeting</td>
<td>No Space Assigned</td>
<td>no space</td>
</tr>
<tr>
<td>101</td>
<td>23234</td>
<td>Colloquium</td>
<td>asdfasdfsdf</td>
<td>On campus-indoors</td>
<td>Recurring Meeting</td>
<td>General</td>
<td>asdfasdfsdf</td>
</tr>
</tbody>
</table>

**Notes**

<table>
<thead>
<tr>
<th>Date</th>
<th>User</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/25/2020</td>
<td>rholguin</td>
<td>adsfasdfsdfsdf</td>
</tr>
</tbody>
</table>
3: Complete the Request

- After Registrar Office determines the space assignment, selects Completed / Could Not Be Completed.
- Click on SUBMIT to complete the request process.
- An email will be sent to notify instructor.