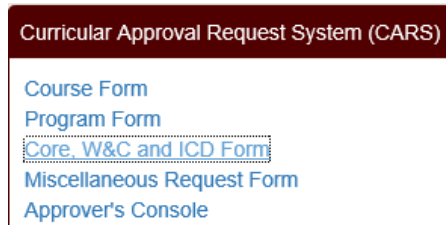
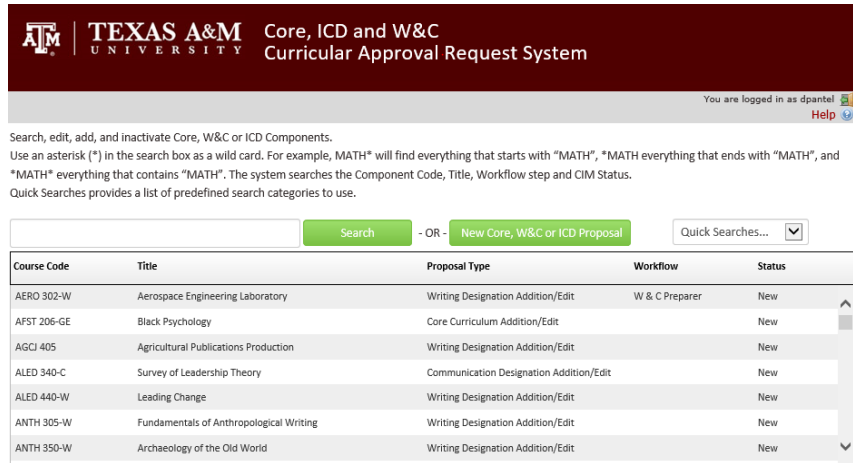


Directions to creating, locating or approving a NEW Certification or Recertification Proposals in CARS

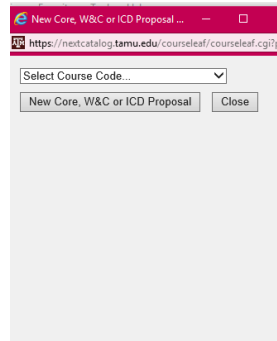
- 1) Sign into Howdy
- 2) Click on Employee Tab
- 3) Click on the Core, W&C and ICD form located on the right side of the screen



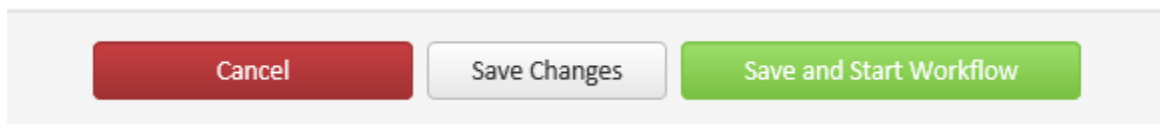
- 4) Click on the green **New Core, W&C or ICD Proposal** button on the next screen that appears:



- 5) Enter the course letters in the **Select Course Code** drop down box, locate and click on your course. Once located, click the New Core, W&C or ICD Proposal button on this screen.



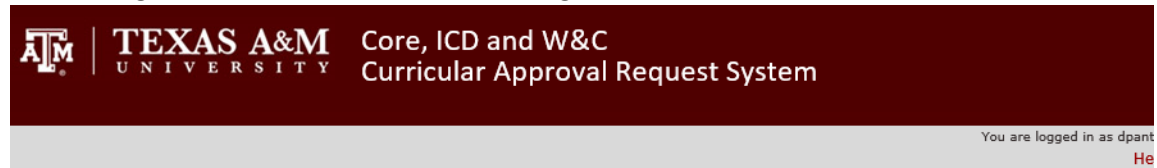
- 6) The next screen that appears will be the proposal screen. Complete the form. If you need to continue working, click the white **Save Changes** button if you want to return. If you are finished, click the green **Save and Start Workflow**.



TO RELOCATE YOUR COURSE

To relocate your course once started, follow step 1-3, on step 4 do the following:

Type ***the course 4 letters*** (make sure to use the asterisk before and after the four letters) in the blank space left of the green Search button, then click the green Search Button.



earch, edit, add, and inactivate Core, W&C or ICD Components.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", a MATH* everything that contains "MATH". The system searches the Component Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

Search - OR -

RDNG Search - OR - Quick Searches...

Course Code	Title	Proposal Type	Workflow	Status
RDNG 472-W	Teaching Writing in Elementary and Middle Grade Classrooms	Writing Designation Addition/Edit		New
RDNG 472-W	Teaching Writing in Elementary and Middle Grade Classrooms	Writing Designation Addition/Edit	W & C Preparer	New

New Core Component Proposal
Changes saved but not submitted

Viewing: **RDNG 472-W : Teaching Writing in Elementary and Middle Grade Classrooms** [Preview Workflow](#)

Last edit: 09/24/17 10:40 am

Contact(s)	Name	E-mail	Phone
	Sharon Matthews	sharon.matthews@tamu.edu	979-845-8384

Course Prefix: RDNG Course Number: 472
Academic Level: UG
Complete Course Title: Teaching Writing in Elementary and Middle Grade Classrooms
Abbreviated Course Title: TCHWRITING IN ELEM & MS
Crosslisted With:
Proposal for: Writing Designation Addition/Edit
Semester Credit: 3
Hour(s):
Historic annual enrollment for the last three years

You will go through the same steps to see the Workflow. Here you can see who has your proposal by clicking the Preview Workflow and looking at the IN Workflow area. The Green letters mean the document has been approved and it has moved forward. The orange letters mean this is who currently has the proposal and is the next approver.

In Workflow

1. **AERO Department Head**
2. **EN College Dean UG**
3. **W & C Preparer**
4. W & C Advisory Committee Chair
5. Faculty Senate Preparer
6. Faculty Senate
7. Provost II
8. President
9. Curricular Services

TO APPROVE A PROPOSAL

As a Department Head or College Dean, you will need to approve the proposals by doing the following:

Go to: <https://nextcatalog.tamu.edu/courseleaf/approve/>. Your name will appear in the upper area on the right side under YOUR ROLE: Then you go to the drop down box scroll down to the department you are approving documents.