

**Coursedog User Guide**  
**Committee/Council Member**



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## Committee/Council Member Instructions

### Email Notifications

Emails will be sent via Coursedog once a proposal is at your assigned step in a workflow with necessary information.

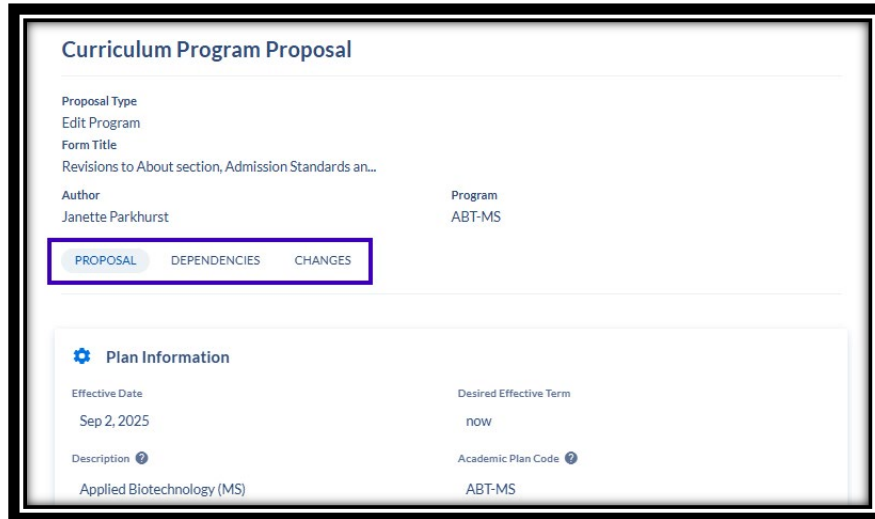
- Email example:



### Your part

1. To access a proposal that requires your attention, click on the link in the email or [log into Coursedog](#).
2. After logging in, you can access the proposal from the proposal dashboard.
3. Once you locate and click into the proposal, you'll be presented with the proposal information for viewing.





**Curriculum Program Proposal**

Proposal Type  
Edit Program  
Form Title  
Revisions to About section, Admission Standards and...

Author: Janette Parkhurst  
Program: ABT-MS

**PROPOSAL** | DEPENDENCIES | CHANGES

**Plan Information**

Effective Date: Sep 2, 2025  
Desired Effective Term: now  
Description: Applied Biotechnology (MS)  
Academic Plan Code: ABT-MS

See **Proposal Details** for further information about the available pills/tabs to select. Once completed, the proposal is routed to the next appropriate parties in the workflow for further processing.

## Have Questions?

Have further catalog or curricular proposal questions? [Email Catalog Editor](#).

For any additional technical questions or issues related to Coursedog, [contact Jonelle Przybylski and Janette Parkhurst](#).

