TWO-PART PROCESS TO APPLY FOR CEL DESIGNATION

PART I

COMPLETE THE CEL APPLICATION FORM IN THE UNIVERSITY CURRICULUM CANVAS COURSE.

1. Go to the Canvas Course (https://weber.instructure.com/enroll/B7XD3J) and click on “Enroll in Course.”
2. From the University Curriculum Canvas course homepage, click on “Start Here.” This will take you to the list of modules.
3. Scroll down to “Templates” (third module from the top). Click on “CEL Attribute Attachments.” This wikipage contains the CEL Application Form (Microsoft Word document) that needs to be completed and attached to the Curriculog proposal. In addition, it contains other useful documents such as the DEAL reflection model and the evaluation rubric the CEL Curriculum Committee will use to review and evaluate your application.

Besides the application form, you will need to submit a copy of the course syllabus. Keep all of these documents handy: you will need them for part II.

PART II

NOW THAT YOU HAVE COMPLETED THE CEL APPLICATION AND HAVE YOUR COURSE SYLLABUS READY, YOU WILL NEED TO CREATE A PROPOSAL IN CURRICULOG.

1. To access Curriculog, log in to the eWeber Portal.
2. Type “Curriculum Proposals” in the search bar and then click on the application.
3. From the Curriculog homepage, log in with your WSU credentials.
4. In Curriculog, select “New Proposal.” Choose the “Course Attribute Request” option and begin your proposal.
5. Complete the proposal form and attach the proper documentation: CEL Application Form, course syllabus, and other supporting documents.
6. Launch the proposal.

THAT’S IT! THE CEL CURRICULUM COMMITTEE WILL REVIEW YOUR APPLICATION AND THE COMMITTEE CHAIR WILL CONTACT YOU SHORTLY. IF YOU HAVE FURTHER QUESTIONS REGARDING THESE INSTRUCTIONS, CONTACT ISABEL ARENSIO AT X6777 OR ISABELARENSIO@WEBER.EDU.