Core Curriculum Form Start-up Instructions (MS Word, PC Only)

If you are using Word 2007:
1. Upon opening the document you may see a “Security Warning” message. Click on the “Options” button.

2. A “Microsoft Office Security Options” box will open. Click the “Enable this content” radio button and then click the “OK” button.
The “Security Warning” will disappear and the form will be loaded into Word with full functionality.

3. For an optimal viewing experience, set the document settings to 100% or higher and set the page view to the “One Page” option. To do this, click on the “View” tab.

4. Click on the “100%” button option.

5. Click on the “One Page” button option.
4. Proceed to fill out the form.

Course Proposal for Inclusion in the Core Curriculum
(This form is for use on Windows only)


1. Course Information

   Note:
   - Requests for inclusion in the core curriculum may be submitted only by the department in which the course is housed.
   - Any prerequisites for core courses must also be included in the core curriculum.
   - All core courses are to be offered on a regular basis and assessed regularly and appropriately. Failure to do so may result in removal from the core curriculum.

   A. Check one:
      - [ ] New Course
      - [ ] Existing Course

   B. Specific Course Information

      Prefix: [ ] Course Number: [ ] Credit Hours: [ ]

      Course Title: [ ]
If you are using Word 2003 or earlier:

1. Upon opening the document you may see a Security Warning. Click on the “Enable Macros” button.

2. For an optimal viewing experience, set the document settings to 100% or higher. In the Word menu, click on the “View” menu option. Then Select “Zoom…”
3. Set the “Zoom to” radio button option to “100%” or higher.

4. Proceed to fill out the form.