Attaching a PDF to a Courses and Curricula Form

April 19, 2021

Note: This procedure is not needed if the sponsoring faculty and dean intend to file the Courses and Curricula paperwork via paper in the Office of Academic Affairs. In this case, it is asked that responses to questions involving written narrative or emails be appended to the rear of the document in order and labeled "Response to Question ____ (fill in the in the question number)".

Step 1: Download and complete the PDF form required for the curricula change (Forms A-G as required for the specific change). For this example, Form B: Request Drop a Course is being used as an example.

Step 2: Save the form after it has been completed making note of any questions that require a response via memorandum or email.

| Course Number | xxxx 2088 | Title | Example of Attaching Documents | | Semester Credits | 3 |

Proposed Hours Per Week
Lecture 3   Lab ____ Recitation ____ Seminar ____ Clinical ____ Independent Study ____

1. Semester(s) normally offered: Fall ☑ Spring ☑ Summer ☑

2. Effective date (semester in which the course is to be first deleted): Fall ☑ Spring ☐ Summer ☐ Year __2025__

3. Has this petition been discussed with other divisions that require the course in their curricula? Yes ☑   N/A ☐
   If so, please provide supporting documentation as a PDF attachment to this form labeled "Response to Question 3".

4. Is this course a prerequisite for any other courses? Yes ☐ No ☑
   If so, list all courses (do not list the prerequisites of this course). NOTE: If this course is not a prerequisite for any other courses write "None."

Step 3: In this case, a response is needed for question 3 shown above in the red circle and for question 7 (not shown). After preparing the responses in word, save them as separate files, the complete a "save as" and choose PDF or click print and choose file > print > Adobe PDF. Please remember where the files are saved. Emails may also be printed to PDF by choosing file > print > Adobe PDF and then use the print button to save the file as a PDF.

Step 4: Choose the paperclip icon in Form B (see red circle below), then choose the paperclip with the + sign (see blue circle).
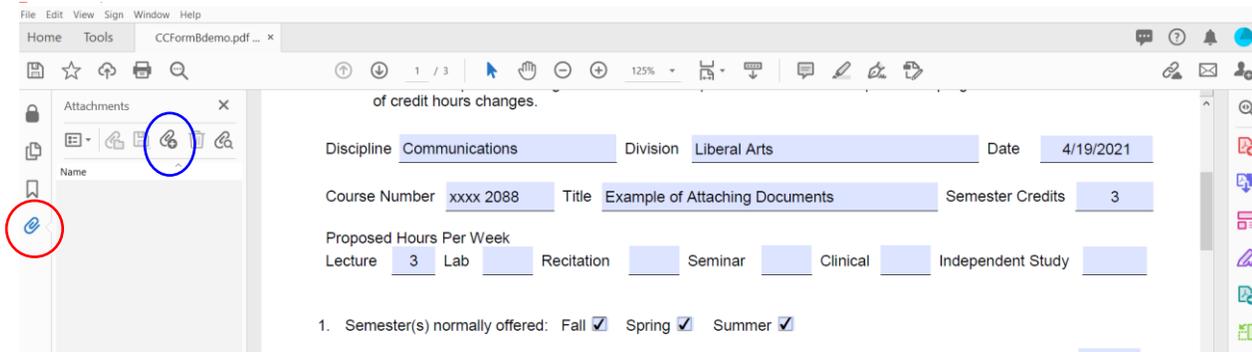
Step 5: After clicking the paperclip + in the blue circle, a dialog box will open. Choose the PDF files (red circle) to attach and click open (blue circle). If all files are in the same folder, then the files may be added one at a time or they can be chosen together by holding the "Ctrl key" down while clicking on each file. Click open in the blue circle to attach them to Form B.
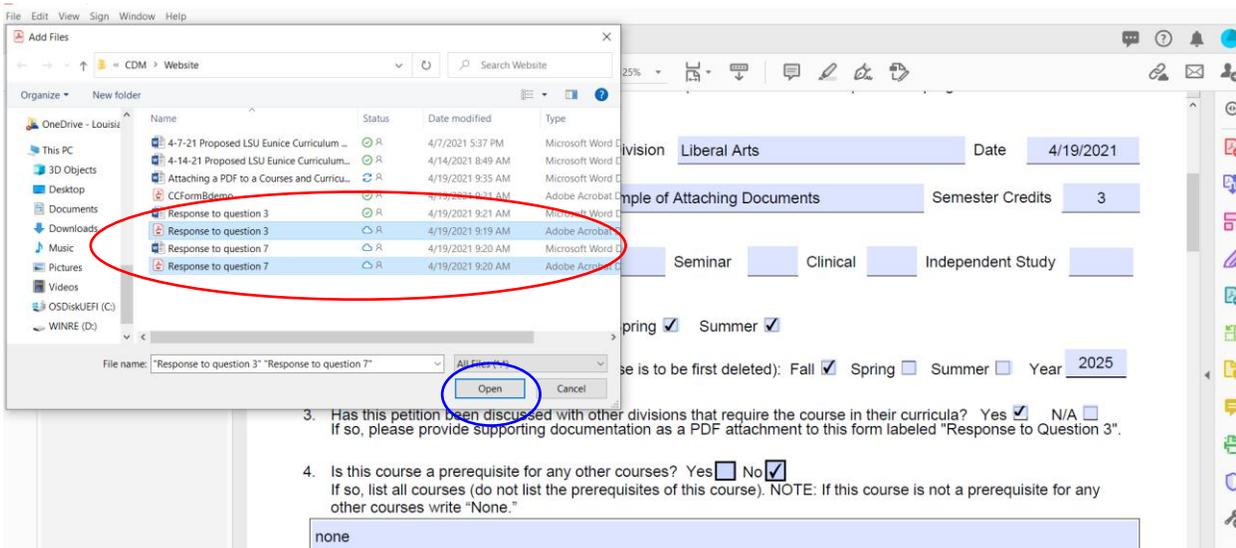
Step 6: The files are now attached to the form as PDFs (see red circle below).
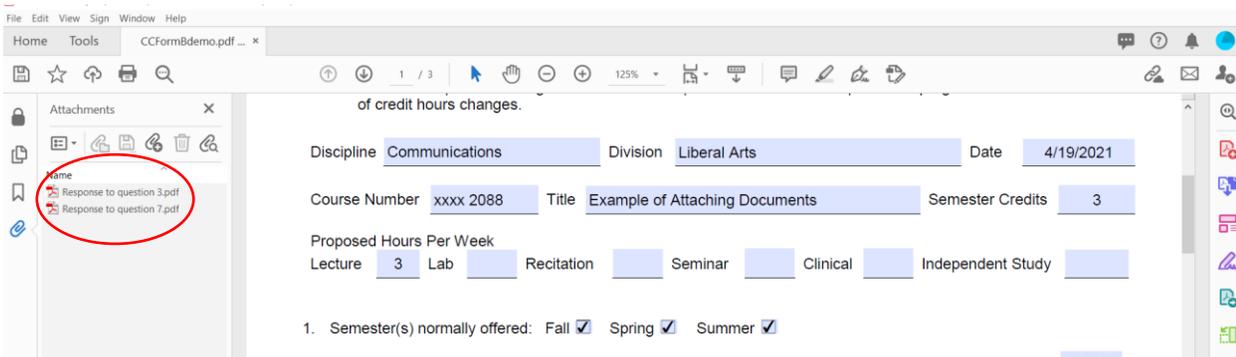
Step 7: Be sure to save the file. In this case, "CMST 2088 drop course.pdf" has been used because the curriculum change deals with dropping CMST 2088 (a fictitious course). The attached files will now travel with the form as it is emailed.

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