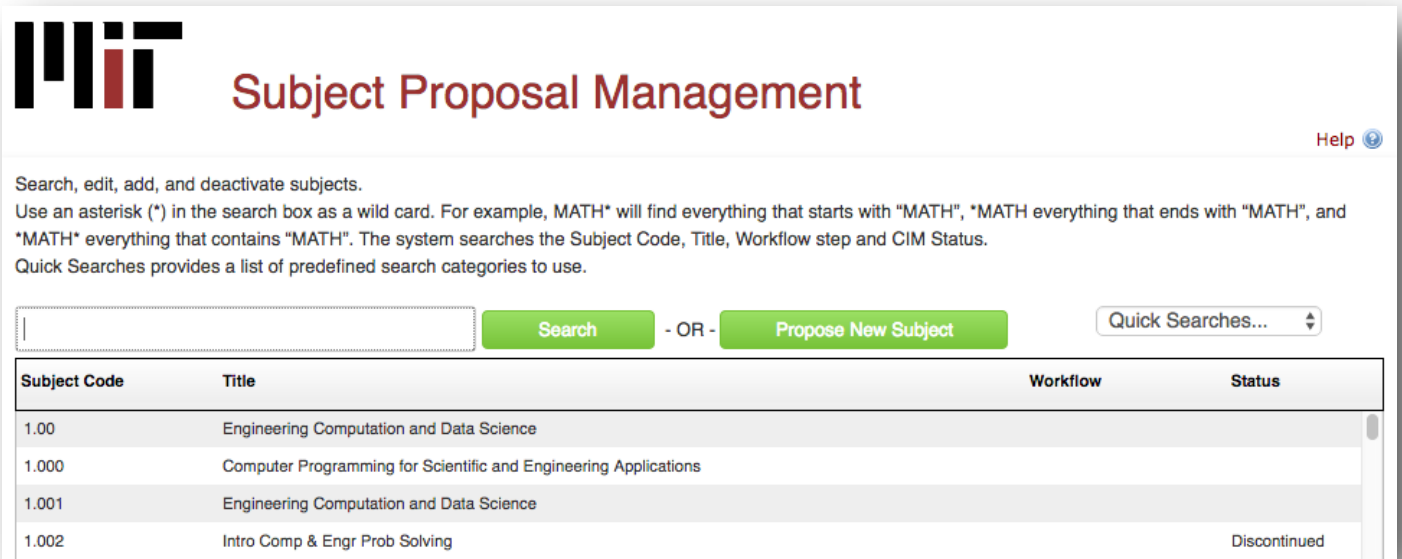


## Subject Proposal Management Quick Card

Open your browser to [subjectproposal.mit.edu](http://subjectproposal.mit.edu) and authenticate using Touchstone.

The Subject Proposal Management page opens displaying a search box, buttons to initiate a search and a proposal, and a scroll area with search results, used for navigation to subject view pages.



The screenshot shows the MIT Subject Proposal Management web interface. At the top left is the MIT logo, followed by the title "Subject Proposal Management" and a "Help" link. Below the title is a search box with a "Search" button, a "- OR -" separator, and a "Propose New Subject" button. To the right of these buttons is a "Quick Searches..." dropdown menu. Below the search area is a table with the following data:

Subject Code	Title	Workflow	Status
1.00	Engineering Computation and Data Science		
1.000	Computer Programming for Scientific and Engineering Applications		
1.001	Engineering Computation and Data Science		
1.002	Intro Comp & Engr Prob Solving		Discontinued

Creating a subject begins by selecting the **Propose New Subject** button. Editing or removing a subject begins with a search for the subject, then selecting the subject from the search results window and selecting **Edit Subject** or **Remove**.

### Searching

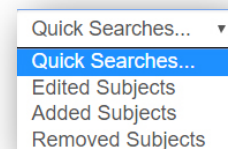
A **Subject Code** search returns only the exact subject number specified. For example, if you search for 18.03, then only 18.03 appears in the results. However, if you type 18.03 followed by an asterisk (18.03\*), the search returns 18.03, 18.031, and 18.032.

When searching by **Title**, a wild card is mandatory for any variation of the complete title. Use leading and trailing asterisks.

Valid search strings for **Workflow** include any of the steps in the process: Registrar, CoC, department, etc.

The **Quick Searches...** menu facilitates searching by **Status**.

Select the subject from the list of matches and the subject view sheet is displayed. At this point, you can begin editing.



## Propose a New Subject

To initiate a new proposal, select the Propose New Subject button and a Proposal form opens.

Use **Propose New from Existing Subject** and the form becomes a template with fields auto-filled from the base subject. See below.

All required fields are edged in red.

Find Subject Number link displays a matrix (in a separate window) of available and unavailable subject numbers.

When proposing a new subject, you must assign a unique number. Use the Find Subject Number link.

Complete each field on the form. Your responses to certain questions will expand the form to more in-depth questioning.

## Save a Draft Proposal

Any time during the process, you can pause the proposal, scroll to the bottom of the form, and choose **Save Changes**. This saves a draft of the proposal; it does not submit the form to the workflow and it allows you to leave required fields unfinished.

## Cancel a Proposal

**Cancel** will omit all of the changes made in the current editing session.

## Edit a Proposal

To edit a proposal, search for the subject, and then select it in the search results window.

The view form opens beneath the search results window and alerts you to the status of the form. To begin editing, select the **Edit** button. When all relevant and required fields are filled, select **Start Workflow** to submit the proposal for review.

Export to PDF (PDF icon)

Export to Word (Word icon)

**New Subject Proposal**

Changes saved but not submitted

Edit Subject

Preview Workflow

Viewing parent subject: **AS.100 : Aerospace Studies Leapfrog**

**Testing**

Child subject(s): 11.100

Last edit: 10/19/16 4:30 pm

**Subject**

Department/Program Aerospace Studies (AS)

Subject Number AS .100

## Propose New from Existing Subject

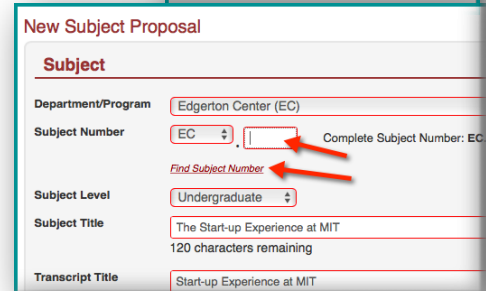
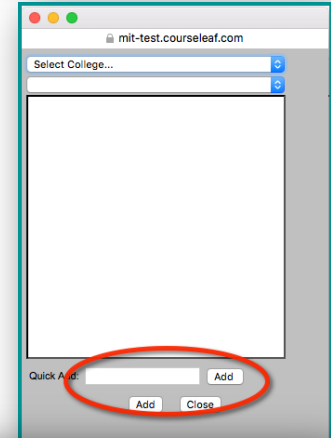
Using an existing subject provides a template for building your proposal.

1. Select the **Propose New Subject** button.
2. In the screen that opens, select the **Propose New from Existing Subject** button.
3. In the window that opens, use the menus for selection or, more simply, enter the subject number into the **Quick Add** field. Click **Add**.

*The New Subject Proposal form opens and is filled with the information of the existing subject.*

4. Complete the Subject Number field by assigning the proposed subject a unique number. Select the [Find Subject Number](#) link to see a matrix of used and available subject numbers.
5. Continue entering/updating relevant and required information.
6. You may pause the proposal build at any time and save the document. Scroll down and select **Save Changes**. This accepts all edits, saving a draft of the proposal. Omissions in required fields will not be flagged at this time.
7. When the form is complete, scroll down and select the **Start Workflow** button. Any missing or conflicting information on the form will be flagged and you will be required to fix before continuing.

Propose New from Existing Subject



## Start Workflow

This is a formal submission of the subject proposal for faculty committee review.

The proposal workflow is based on the approvals required by the selection and modification of fields on the form. Different fields will trigger different workflow paths.

When you click **Start Workflow**, any omissions or conflicting entries are flagged and a pop-up window appears listing these problems. You are required to correct them before the proposal can enter workflow.

The Search Results window on the main Subject Proposal Management page tells where a proposal is in the Workflow (e.g., REGISTRAR) and indicates the type of proposal it is (EDIT, ADD, or REMOVE).

In workflow, a subject proposal can be approved or rolled back to the proposer or a previous step in the workflow.

## To Remove a Subject

On the view page for existing subjects, you will find a **Remove Subject** button. Use this to remove the subject from the catalog. Removing a subject also goes through a workflow process.

1. Search for the subject you wish to remove from the catalog and select it in the search results window.
2. The subject view window opens. Select the red **Remove Subject** button.
3. Complete the justification field on the form that opens.
4. Select **Start Workflow** to submit the request to workflow; **Cancel** to not save any changes and return to previous window.

## Shred Proposal

Shredding the proposal deletes the proposal from the system. If a department begins work on a proposal and then decides it no longer wishes to proceed with the edits, new subject, or removal, they should contact the Curriculum Management team in the Registrar's Office ([proposal-help@mit.edu](mailto:proposal-help@mit.edu)) to request that the proposal be shredded.

In the case of **Edit** and **Remove** proposals, when a proposal is shredded, the last version of the subject that was approved for publication in the catalog remains intact in the system.

