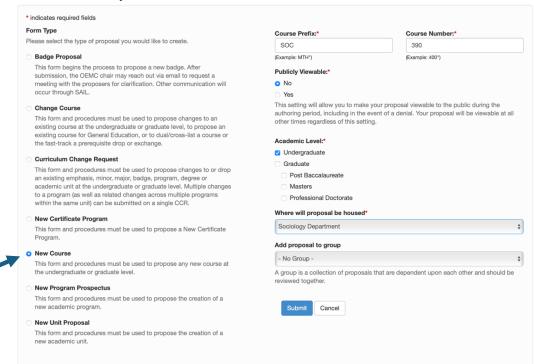
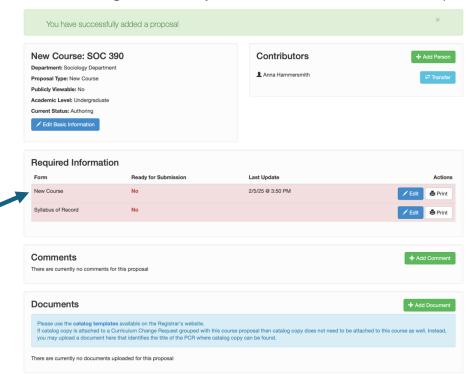
1. After logging in select "New Proposal" and then select "New Course."

Start New Proposal



2. After submitting the necessary information, click on edit under "Required Information."



3. On this page, you will scroll down to find the line "Course is proposed as." Here you will find the RI Designation. Once you select RI as the type of change, you will see the prompts required for the RI proposal.

