SUBMITTING ICD AND CD COURSES THROUGH CARS

A Screen Shot Walk Through of the Process
Start by logging into Howdy...
Click on the **Employee** Drop Down Tab
Then **Curricular Approval Request System (CARS)**
Click on Core, W&C and ICD Form
Click on
New Core, W&C and ICD Proposal
Select or enter the course you want to propose...
Type or select the course from the list and then click on **New Core, W&C or ICD Proposal**.
Click on the appropriate category, ICD or CD (a course can only submit for one)
Depending on which you choose, the correct form will pull up – ICD.
Or Cultural Discourse...
Be sure to fill out all fields to tell the Core Curriculum Committee how your course meets these requirements.
Upload a syllabus that reflects all the required elements for ICD or CD. Click Save and Start Workflow when you are ready to submit.
QUESTIONS?

For questions about ICD/CD requirements, contact the Core Curriculum Council at fso-ccc@tamu.edu.
For help with CARS, click the “Help” icon in the top right hand corner or contact cars@tamu.edu or 845-8201