CAPA – Curriculum Committee Voting

- Go to https://capa.uga.edu/voting and log in with MyID and password.

- The committee(s) associated to the MyID entered will appear with the number of courses awaiting review.

- Click on the radio button next to the desired committee to view course(s). The list of course proposals will appear at the bottom of the screen.
  - If committee members have voted, the results will appear in the Approved, Denied, and/or Needs Discussion columns. Click on the number in any column to view who has voted and any comments.

- To review and vote on a course, click on the course ID.

- This page displays the full course proposal, type of proposal, as well as committee members, their votes, and any comments.

- Types of course proposals include:
  - New Course
- Course Change - *Proposed changes will appear in blue*
- Course Deletion

**COURSE ID**

Current: ADSC 3920  
Proposed: ADSC(ANNU) 3920

- The voting options are listed at the bottom of the page. Click the radio button next to the desired vote. If “Deny” or “Needs discussion” is selected, a reason must be entered in the text box. Then click “Record Vote.”

  ![COURSE APPROVAL STATUS](image)

  If the course is denied or needs discussion, please explain:

  Record Vote

- After the vote is recorded, a symbol indicating the vote appears beside the course ID in the “All Courses” list in the top left-hand corner of the proposal page.

  ![ALL COURSES](image)

- To vote on another course, click on the course ID in the “All Courses” list or click “Back to committee list” to go back to the CAPA voting home page.

- If needed, the user can repeat the process to change their vote.

- Please contact capa@uga.edu for further assistance or questions.