

# CourseLeaf

## User Guide Course or Program Proposal

### Workflow Email Notification

## Workflow Email Notification Instructions

**As a required approver for a course or program proposal, you will receive an email notification indicating a document is awaiting your review.**

**Note:** You will see the following in your Inbox.



**Below is a sample email. Click on the link in the email to review the submitted document and approve. Use CSUB credentials as needed if required to log in.**

**From:** General Catalog Update <[csusb@notify.courseleaf.com](mailto:csusb@notify.courseleaf.com)>  
**Sent:** Thursday, August 28, 2025 3:22 PM  
**To:** Angelica Mendoza <[amendoza145@csusb.edu](mailto:amendoza145@csusb.edu)>  
**Subject:** [CIM Courses] Review Request: 102 - ACFI Curriculum Review

**This Message Is From an External Sender**  
This message came from outside your organization.  
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Di:

There are pending course change proposals awaiting your review, including ACCT 2210: Managerial Accounting.

Please visit:

<https://next-catalog.csub.edu/courseleaf/approve/?role=102%20-%20ACFI%20Curriculum%20Review>

to review the changes and provide your feedback.

For questions or information regarding this email, please reply to this email ( ) or contact