

# ADMINISTRATIVE: CATALOG REVIEW PROPOSAL



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

## TABLE OF CONTENTS

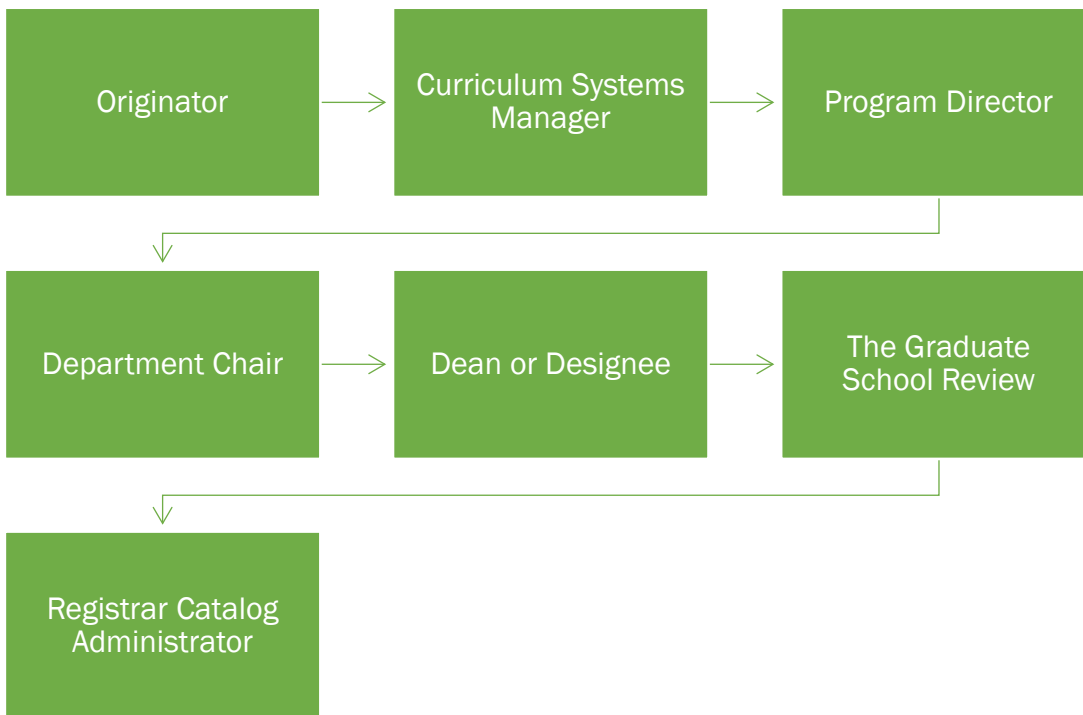
PROCESS.....	2
ORDER OF APPROVERS.....	2
REQUIRED DOCUMENTS.....	2
INSTRUCTIONS.....	3
Completing the Proposal.....	3
Approving the Proposal .....	6
CONTACT .....	7

# ADMINISTRATIVE: CATALOG REVIEW PROPOSAL

## PROCESS

This form is used to submit editorial changes for inclusion in next year's catalog. Editorial Changes refer to wording in a program's overview and general college/department information which do not alter program requirements in any way. Other editorial changes include office location(s), contact information, staff/faculty changes, media, images displayed on a catalog page, or updated links.

## ORDER OF APPROVERS



## Required Documents:

- Catalog Review Template

# ADMINISTRATIVE: CATALOG REVIEW PROPOSAL

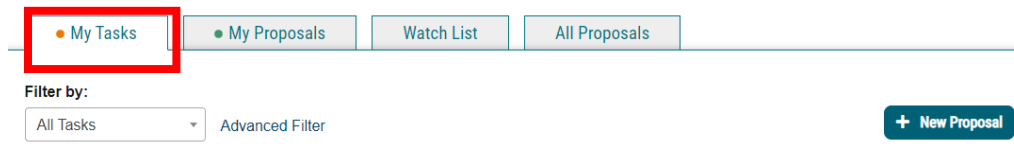
## INSTRUCTIONS

### COMPLETING THE PROPOSAL

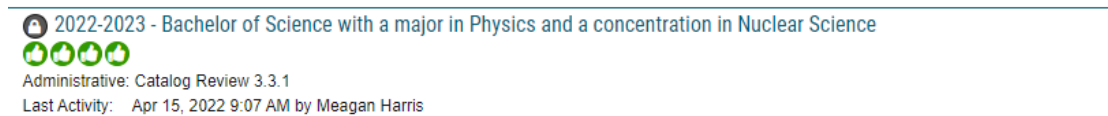
1. Login to Curriculog using your net ID and password.

<https://augusta.curriculog.com>

2. Navigate to “My Tasks” and the Catalog Review proposal will be listed.



3. Hover over the proposal titled “Administrative: Catalog Review” and click inside the box to open the proposal.

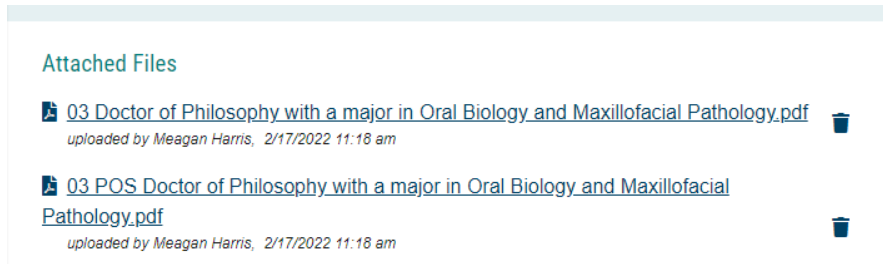


4. When opened, navigate to the **Files** tab of the proposal and **download** the PDF catalog pages that have attached.

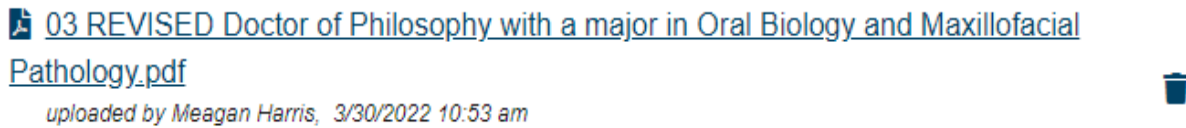


5. **Download** the PDF catalog pages that have attached. **Review** the catalog page for **EDITORIAL** corrections and **mark up** the pdf page with the suggested revisions.

# ADMINISTRATIVE: CATALOG REVIEW PROPOSAL



6. Once you have provided all of the **Editorial** revisions, save the revised PDF using this naming convention:



**\*Be sure to include REVISED in the name so it can be easily identified.**

7. Navigate back to the **Files** tab and **attach** the revised catalog pages to the proposal. These are the changes that will be made to catalog page.

**\*Please be clear and accurate.**



8. Navigate to the **Requested Edits** section of the proposal.

9. Select **all** of the updated that are needed to the attached catalog page.

# ADMINISTRATIVE: CATALOG REVIEW PROPOSAL

## Requested Edits:

- Update College Overview
- Update College Administration Contact Information
- Update Department Overview
- Update Department Administration Contact Information
- Update Program Overview
- Update Program Contact Information
- Update Website Link(s)
- Update Custom Page Content
- No edits are necessary.

*Select all updates that are needed to the attached catalog page. A template for s  
<https://www.augusta.edu/curriculum/resources.php> Please note, this form may n  
adhere to the established deadlines.*

\* A template for submitting updates may be found at:

<https://www.augusta.edu/curriculum/resources.php>

\*Please note, this form may not be submitted outside of Curriculog and must adhere to the established deadlines.

10. If there are **No Edits** that need to be made please select: ***No Edits Necessary***

## Requested Edits:

- Update College Overview
- Update College Administration Contact Information
- Update Department Overview
- Update Department Administration Contact Information
- Update Program Overview
- Update Program Contact Information
- Update Website Link(s)
- Update Custom Page Content
- No edits are necessary.

*Select all updates that are needed to the attached catalog page. A template for s  
<https://www.augusta.edu/curriculum/resources.php> Please note, this form may n  
adhere to the established deadlines.*

11. Please confirm by selecting one of the options below.

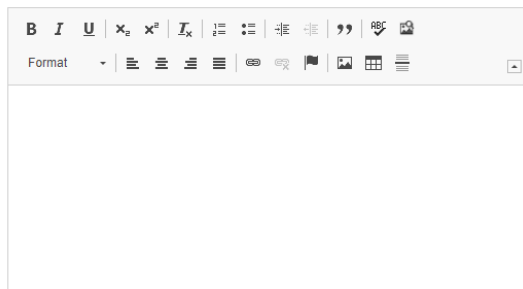
# ADMINISTRATIVE: CATALOG REVIEW PROPOSAL

**Please confirm:**

- I have attached a markup of this catalog page to include requested edits.
- No edits are necessary. This page is approved to be published as is.
- I am not responsible for this catalog content.

12. Should any additional comments be necessary, enter those in the Additional Comments field.

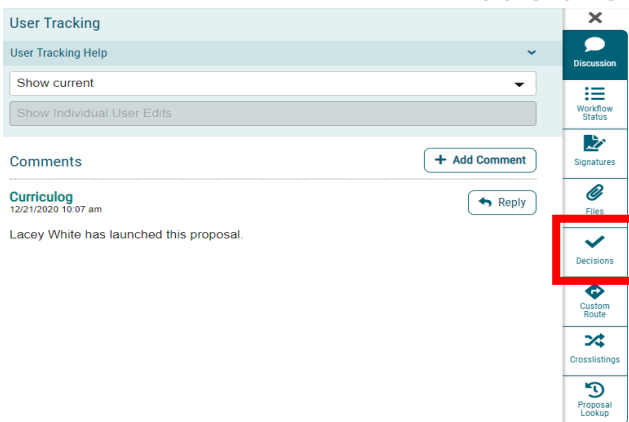
**Additional Comments:\***



A screenshot of a rich text editor interface. The top bar contains various formatting options: Bold (B), Italic (I), Underline (U), text color (x), background color (x), link (I), bulleted list, numbered list, indent, outdent, quote, link, unlink, and image. Below the top bar is a 'Format' dropdown menu and a row of alignment and list icons. The main area is a large, empty text box for entering comments.

## APPROVING THE PROPOSAL

13. When all revised pages have been attached and requested edits have been confirmed, navigate to the right hand menu bar, and select the blue check mark that houses **Decisions**.



A screenshot of a software interface. On the left, there's a 'User Tracking' section with a dropdown menu and a 'Show current' dropdown. Below that is a 'Comments' section with a '+ Add Comment' button and a 'Reply' button. A comment from 'Curriculog' dated 12/21/2020 10:07 am is visible, stating 'Lacey White has launched this proposal.' On the right, there's a vertical menu bar with several options: Discussion, Workflow Status, Signatures, Files, Decisions (highlighted with a red box and a blue checkmark), Custom Route, Crosslistings, and Proposal Lookup.

14. This will open a discussion box, fill in the radial button beside **“Approve”** and click **“Make My Decision”**. This decision will launch this proposal forward to the next step and implementation will take place.

# ADMINISTRATIVE: CATALOG REVIEW PROPOSAL

## Your Decision

What would you like to do with this proposal?

- Approve
- Reject
- Hold
- Suspend
- Cancel
- Custom Route

Please comment on your decision below.

Make My Decision

## CONTACT

If you have any additional questions, please contact our office at [curriculog@augusta.edu](mailto:curriculog@augusta.edu).