

ADMINISTRATIVE: EXPEDITED CURRICULUM UPDATES



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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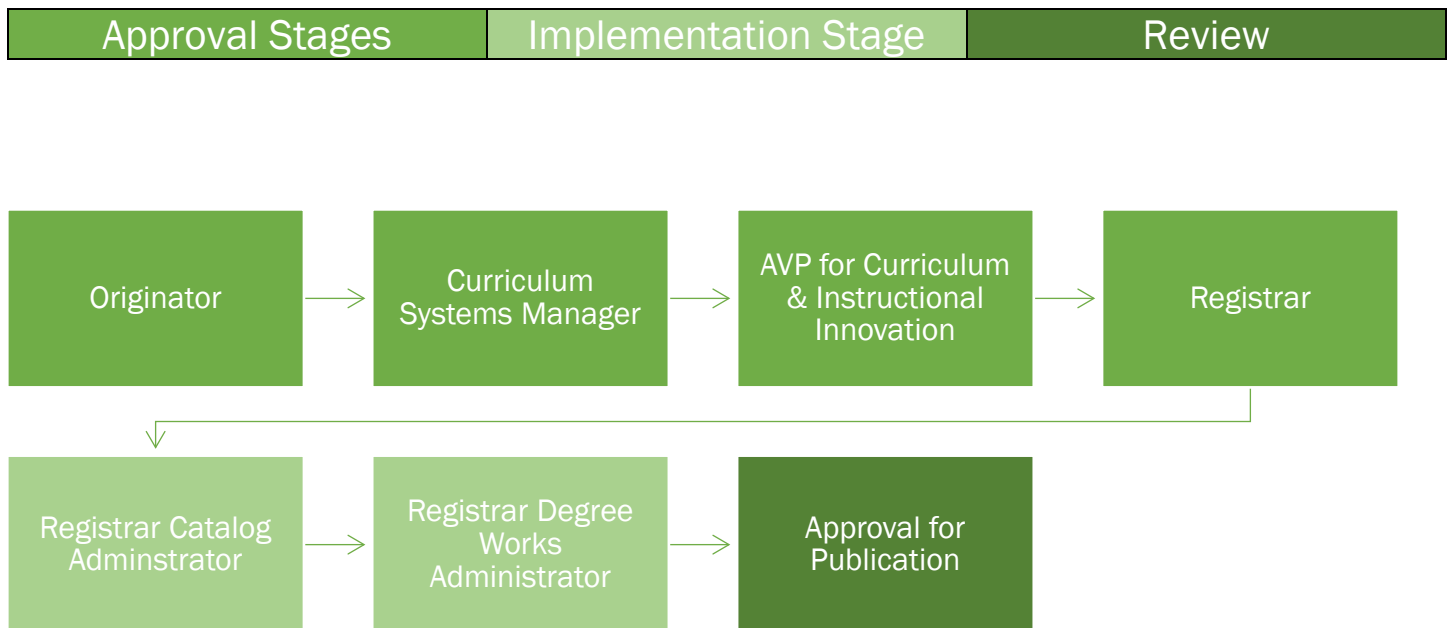
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PROCESS

This proposal is used by the Registrar's Office and the Center for Instructional Innovation. In the event a mistake, correction, or update needs to be made outside of the typical curriculum approval process, this proposal should be launched for consideration. Once the proposal is complete, it is routed to the AVP for Curriculum and Instructional Innovation for review and approval. If approved, it will then be routed to the Registrar's Office to make the necessary updates in all system of records. Step by step instructions are published at the link below. Please review prior to launching a proposal.

ORDER OF APPROVERS

Approval Process Key:



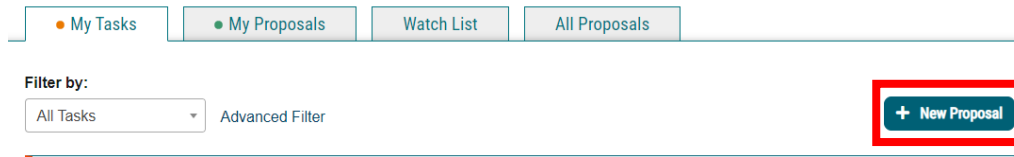
INSTRUCTIONS

COMPLETING THE PROPOSAL

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


<https://augusta.curriculog.com>

2. Select “New Proposal” from the task menu.



The screenshot shows a navigation bar with four tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. Below the tabs is a 'Filter by:' section with a dropdown menu set to 'All Tasks' and an 'Advanced Filter' link. To the right of the filter section is a blue button with a white plus sign and the text '+ New Proposal', which is highlighted with a red rectangular box.

3. Hover over the proposal titled “Administrative: Expedited Curriculum Updates” and click the blue check mark in order to begin.



The screenshot shows a proposal card with the title 'Administrative: Expedited Curriculum Updates 3.8.1'. Below the title are seven circular progress indicators, with the first one filled. Below the progress indicators is the text '7 mandatory 7 total'. To the right of the card is a blue checkmark icon, which is highlighted with a red rectangular box.

4. Navigate to the Catalog Revision Information section of the proposal.

5. Choose the Academic College AND Department by clicking in the field. This will generate a drop down list of all Academic Colleges and Departments. You may only select two options.

Choose your Academic College and Department:*

Choose the academic college and department that owns this content. If this content resides on a nonacademic page, select Augusta University as the owner.

6. Enter the effective term for the updates. This is the first term that the new updates will take effect. Please select the term from the drop down options. If you do not see a term listed, please contact the Registrar’s Office at curriculog@augusta.edu. Please do not just select a term. The terms in the drop down are options based on the approved deadlines.

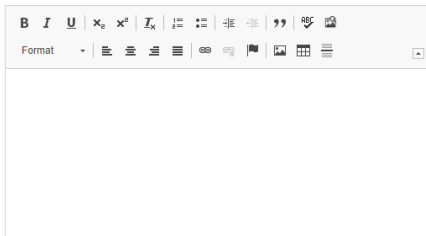
Effective Term*

Enter the effective term for updates.

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7. Please provide a brief description of the error that needs to be corrected including: the error and what needs to be done or updated to correct it.

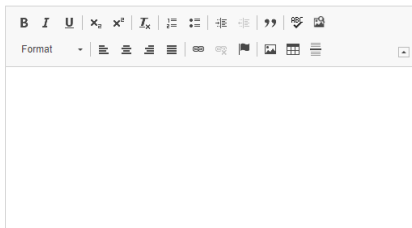
What is the error?*

A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, and insert link. Below the toolbar is a large empty text area for input.

Provide a brief description of the error that needs to be corrected including: the error and what needs to be done or updated to correct it.

8. Provide a brief explanation of how the error occurred and was not caught during the most recent curriculum revision or annual catalog review.

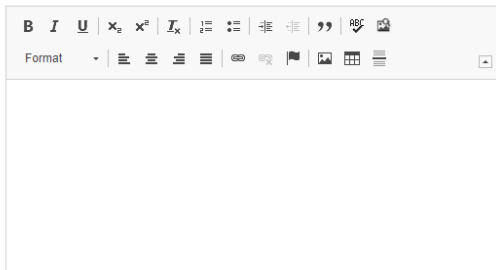
How did the error occur?*

A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, and insert link. Below the toolbar is a large empty text area for input.

Provide a brief explanation of how the error occurred and was not caught during the most recent curriculum revision or annual catalog review.

9. Please provide a brief explanation of how the department will improve its processes to ensure this type of error does not occur again.

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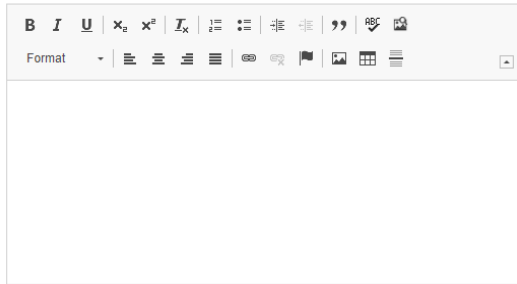
A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, and insert link. Below the toolbar is a large empty text area for input.

Provide a brief explanation of measures the department will put in place to avoid this type of error in the future including updates to current business processes.

10. Enter the courses that need to be updated in the field below.

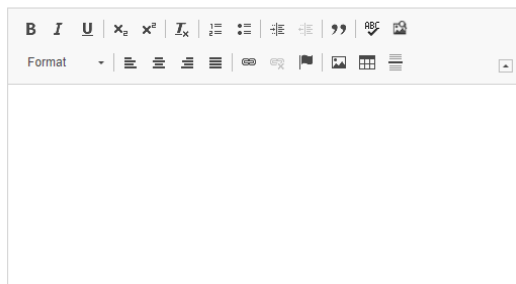
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Courses to update:

A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, indent, outdent, quote, link, unlink, insert link, insert image, and insert table. Below the toolbar is a large empty text area.

11. Enter the programs that need to be updated in the field below.

Programs to update:

A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, indent, outdent, quote, link, unlink, insert link, insert image, and insert table. Below the toolbar is a large empty text area.

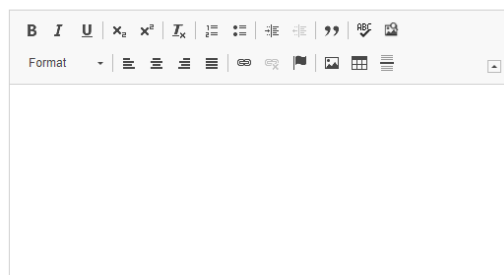
12. Enter the title of the Catalog Page with the incorrect information.

Title of Catalog Page with Incorrect Information:*

Include the title of the webpage where the incorrect information is listed.

13. Enter the web link to the incorrect page of the catalog.

Link to the incorrect page of the catalog:*

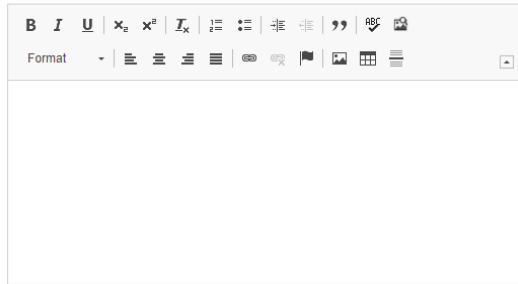
A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, indent, outdent, quote, link, unlink, insert link, insert image, and insert table. Below the toolbar is a large empty text area.

Include the web link to the incorrect page of the catalog.

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

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Additional Comments:*



LAUNCHING THE PROPOSAL

15. Scroll back to the top of the proposal pane and click the rocket ship icon labeled “validate and launch proposal”. Proposal will be validated and launched.



16. The proposal is now in your “My Tasks” tab.

17. In order for the proposal to move forward to the next approver step, you must approve it.

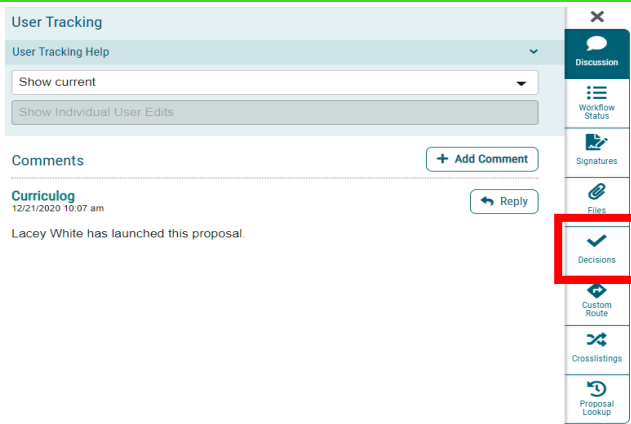


18. To approve the proposal, click on the proposal on your task list.



19. Once the proposal opens, navigate to the right hand menu bar and select the blue check mark.

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20. This will open a discussion box, fill in the radial button beside “Approve” and click “Make My Decision”.

Your Decision

What would you like to do with this proposal?

Approve Hold
 Reject 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.