

# **CURRICULOG: COURSE PREFIX REQUEST**



**COURSE PREFIX REQUEST  
INSTRUCTIONS**

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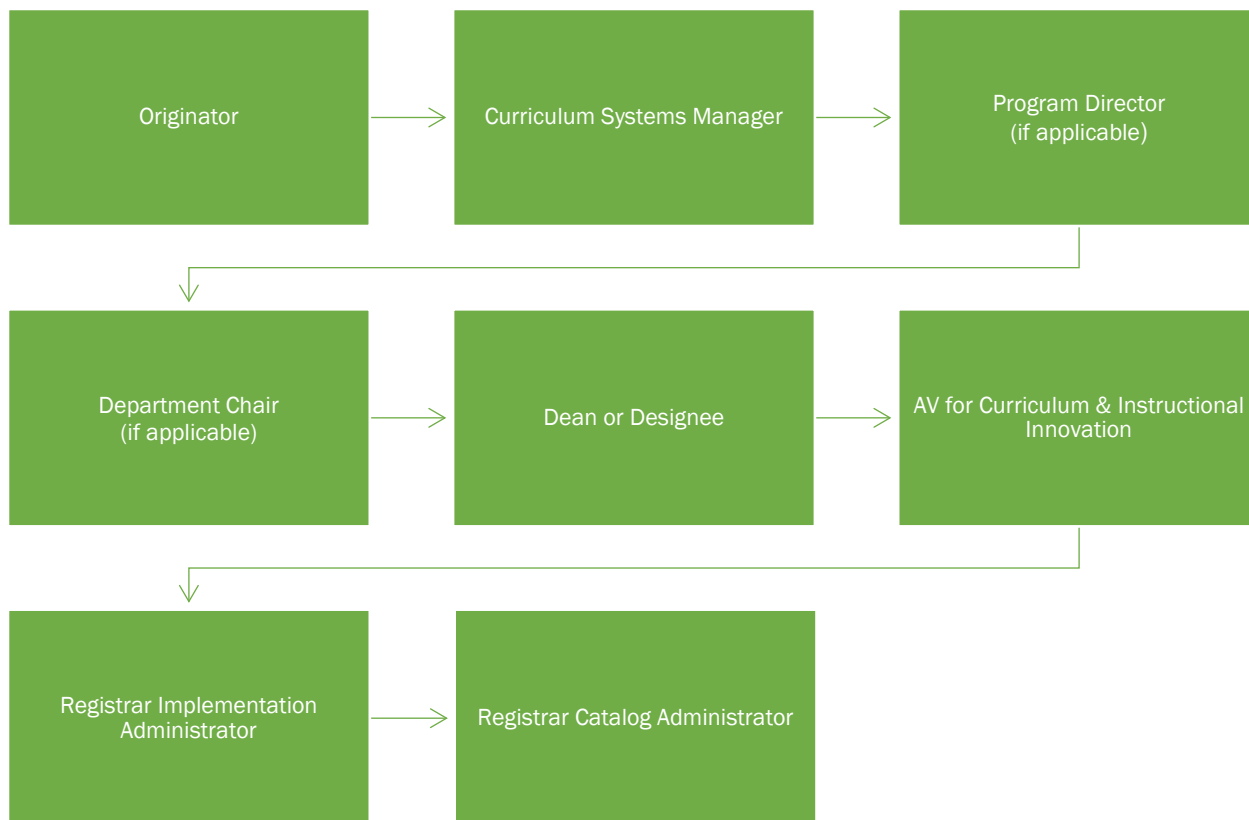
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# CURRICULOG: COURSE PREFIX REQUEST

## PROCESS

The Course Prefix Request proposal is used to obtain approval to create a new course prefix. Please note, this proposal simply obtains the approval necessary to begin implementing a new course prefix. New course proposals will have to be launched for all courses that will have the new prefix. Step by step instructions for completing this proposal are listed below. Contact [curriculog@augusta.edu](mailto:curriculog@augusta.edu) if additional information is needed.

## ORDER OF APPROVERS



## COURSE PREFIX REQUEST INSTRUCTIONS

### CREATING THE PROPOSAL

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

<https://augusta.curriculog.com>

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

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My Tasks

My Proposals

Watch List

All Proposals

Filter by:

All Tasks

Advanced Filter

+ New Proposal

3. Hover over the proposal titled "Course Prefix Request" and click the blue check mark in order to begin.

22-23 Course: Prefix Request 1.2.1



6 mandatory 8 total



## ROUTING INFORMATION

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

Routing Information

Choose your Academic College and Department:\*

Select an option

Please select the academic college and department where this course resides. This is the college and department where the course is assigned in Banner. Please note, this question also updates the routing for approval for this proposal.

5. Select the appropriate option regarding Program Director.

Does this program have a Program Director separate from the Department Chair? \*

Yes

No

If you select yes to this question, this proposal will first be routed to the program director and then to the department chair.

6. Select the appropriate option regarding a Department Chairperson.

Does your department have a chairperson?\*

Yes

No

If you select yes, this proposal is routed to a department chair person. If you select no, it is not.

## COURSE PREFIX REQUEST INFORMATION

7. Navigate to the Requested Course Prefix field and enter the four letter acronym for the course of study.

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## Requested Course Prefix\*

A 4-character abbreviation of the program of study of the course.

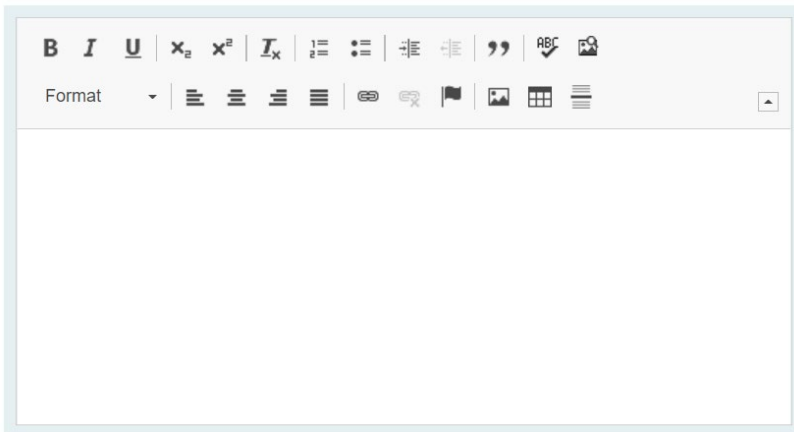
8. Navigate to the Course Prefix Description and provide the description for this prefix.

## Course Prefix Description\*

A prefix should reflect the academic content of the courses taught under that prefix and not the name of the department or program. This description will be used to build the prefix code in Banner and will be displayed on the Schedule of Classes and in the University Catalog.

9. Navigate to the Justification field and enter the justification for requesting a new course prefix.

## Justification:\*

A rich text editor interface for entering a justification. The toolbar includes icons for bold (B), italic (I), underline (U), subscript (x₂), superscript (x²), strikethrough (I\_x), bulleted list, numbered list, indent, outdent, quote, ABC, and insert image. Below the toolbar are icons for text color, background color, link, unlink, insert link, insert table, and a scroll arrow.

10. Select all programs from the drop down for the question: What programs will these courses be offered in?

## What program will these courses be offered in?\*

11. Provide the point of contact for each of the fields below.

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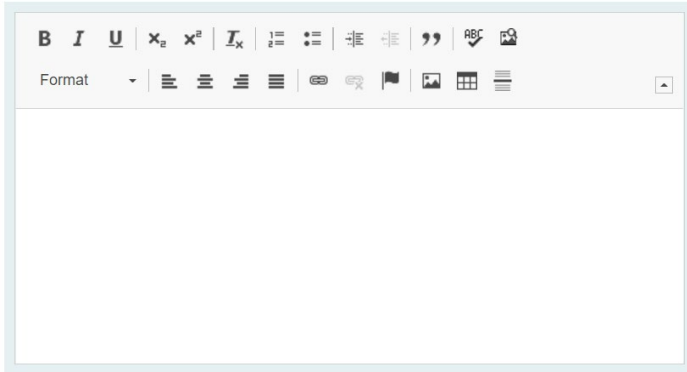
Who will be the point of contact for these courses in terms of course scheduling?\*

Who will be the primary banner processor for these courses in terms of course scheduling?\*

Who will be the back up banner processor for these courses in terms of course scheduling?\*

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

Additional Comments

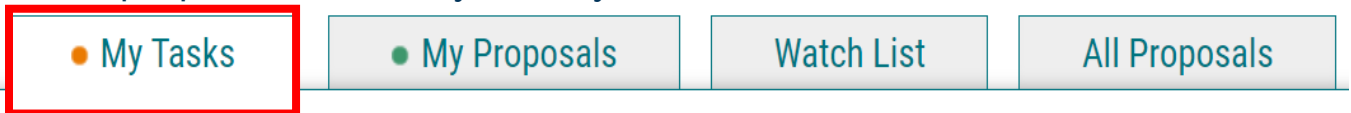


## LAUNCHING THE PROPOSAL

13. Scroll back to the top of the proposal pane and click the rocket ship icon to launch your proposal.



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



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

16. To approve the proposal, click on the proposal under you my task tab.

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17. Once the proposal opens, navigate to the far-left toolbar, and select the blue check mark.



18. This will open a decision 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

19. If a PIN number is required, enter your PIN and click submit.

20. The proposal has now moved on to the next individual in the approval steps.

## CONTACT

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