

# ADMINISTRATIVE: CATALOG REVIEW



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

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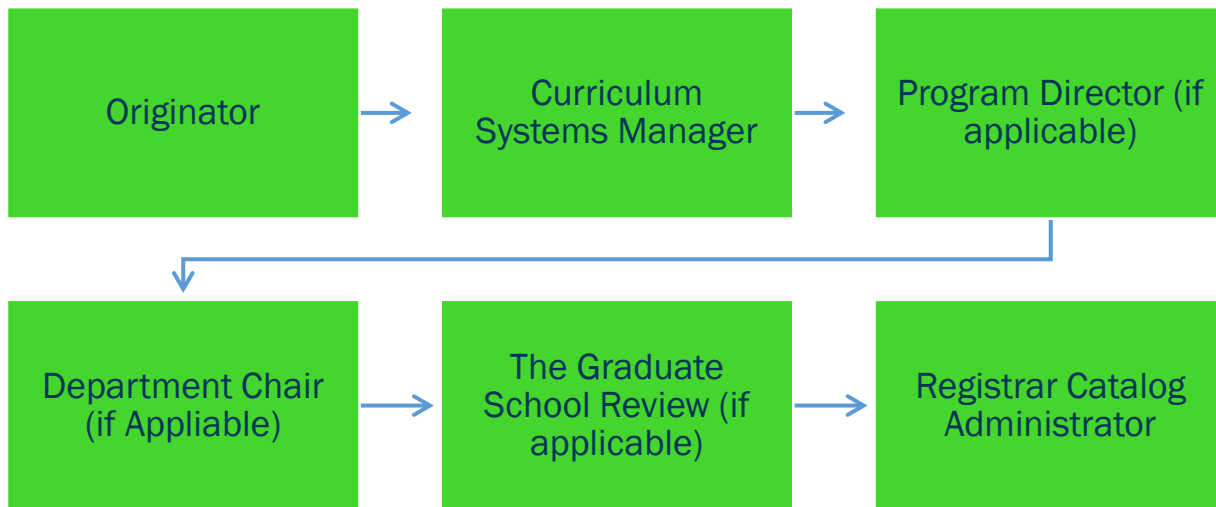
# ADMINISTRATIVE: CATALOG REVIEW

## PROCESS

The Catalog Review proposal is used by the Registrar's Office to initiate the annual catalog review process within Curriculog. Reach out to [curriculog@augusta.edu](mailto:curriculog@augusta.edu) for additional information.

Catalog Review proposals are launched in Curriculog by the Registrar's Office in March and must be approved through the college step in Curriculog by April 30 in order to be included in the July 1 publication.

## ORDER OF APPROVERS



## CATALOG REVIEW PROPOSAL INSTRUCTIONS

1. Login to Curriculog using your net ID and password.  
<https://augusta.curriculog.com>
2. Select the catalog review proposal under “My Tasks”. Because this proposal was originated by the Registrar's Office, it will already be in your queue for review.



3. Click the proposal open and view it.

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- Once the proposal has opened, review the attached catalog page to confirm it is correct. To review attached page scroll to the far right side of the proposal and select the paperclip icon to review the attached catalog page.
- If the page is correct, navigate to the “Requested Edits” field and select “No edits are necessary.” then proceed to step 8. If edits are necessary, navigate to the “Requested Edits” field and select all edits that are being requested then proceed to step 6.

## 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 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.

- Once you have selected the requested edits, use the catalog review template attached to the proposal to submit the requested edits. The template may also be found here (<https://www.augusta.edu/registrar/curriculog/proposal-types.php#CatalogReview>). Complete the corresponding fields on the template for the updates that were checked on the proposal. For example, if you were to select “Update Program Overview” and “Update Website Link(s)”, you would complete those fields on the template.

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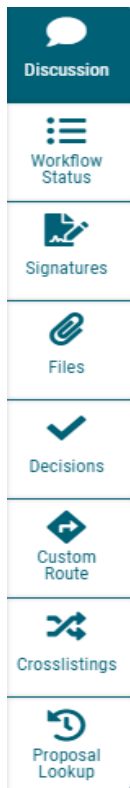
## Program Overview

The Master of Science in Kinesiology (M.S.K.) is designed to advance students' knowledge and experience in exercise science, health, physical activity and sports coaching. The degree is comprised of two distinct tracks/options; non-thesis (comprehensive exams and internship) and thesis (research paper and oral presentation/defense). The non-thesis track is offered 100% online and does not require students to be physically present on the Augusta University campus in order to complete the degree program. The thesis track is offered primarily online; however, it does require students to be physically present on the Augusta University campus for two semesters (typically the last two semesters of the degree program) to complete the applied research courses and related face-to face work.

## Website Links

[https://www.augusta.edu/education/kinesiology/grad\\_msk.php](https://www.augusta.edu/education/kinesiology/grad_msk.php)

7. Once you have completed the template and are ready to upload it as an attachment to the proposal, navigate to the paperclip icon on the far right menu bar.



8. Select browse and locate the file you wish to attach. Attach the file. Scroll to the bottom of the proposal and select “save all changes”.
9. Navigate to the “Blue check icon titled “decisions” on the far right menu bar and select approve to move the proposal to the next step.

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## 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

10. The proposal will continue moving through the approval process.

## CONTACT

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