

CURRICULOG: COURSE PREFIX REQUEST



**COURSE PREFIX REQUEST
INSTRUCTIONS**

TABLE OF CONTENTS

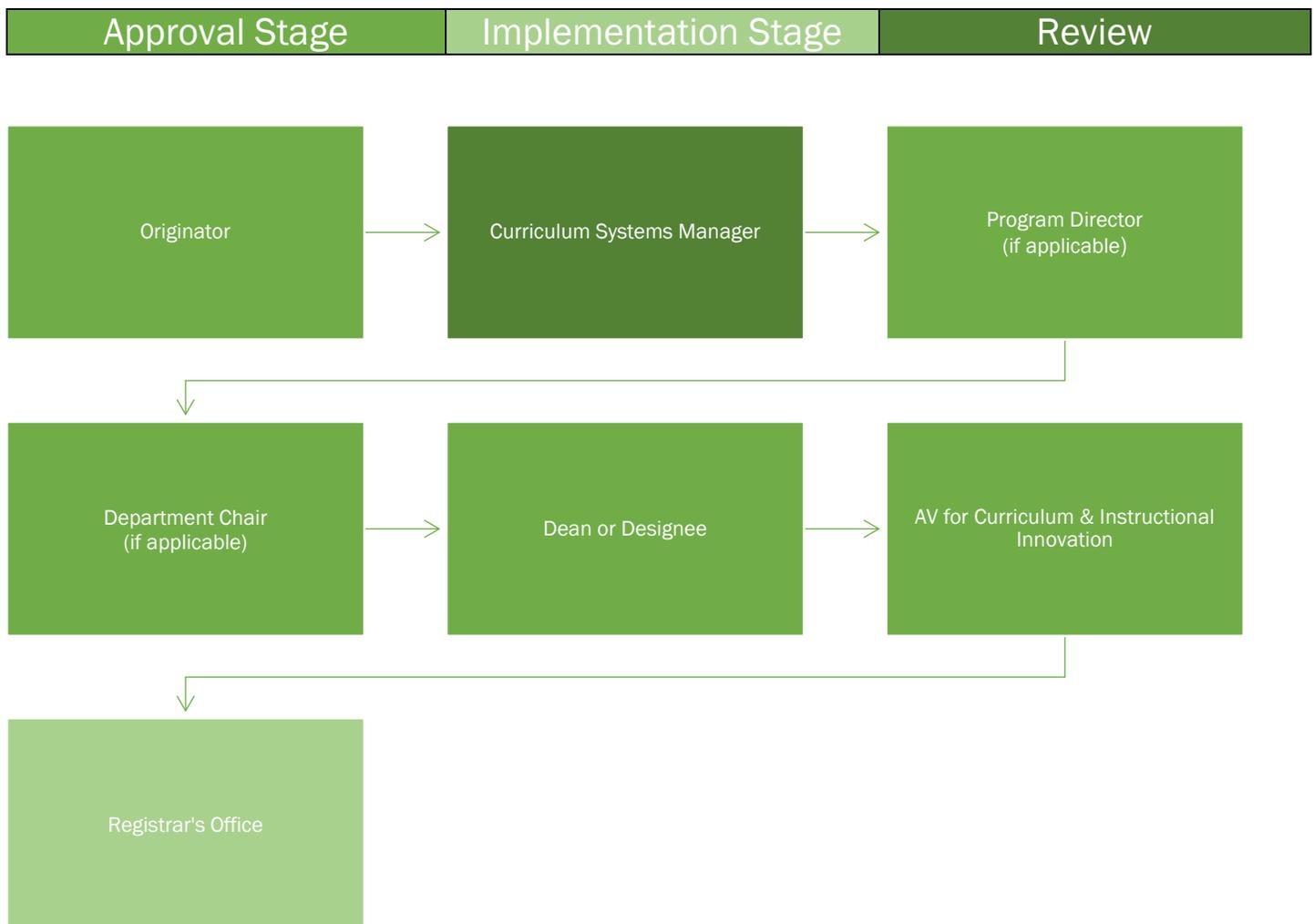
- Process 2
- Order of Approvers..... 2
- Course Prefix Request Instructions..... 3
 - Creating the Proposal..... 3
 - Routing Information..... 3
 - Course Prefix Request Information 4
 - Launching the Proposal 5
- Contact 7

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 if additional information is needed.

ORDER OF APPROVERS



CURRICULOG: COURSE PREFIX REQUEST

COURSE PREFIX REQUEST INSTRUCTIONS

CREATING THE PROPOSAL

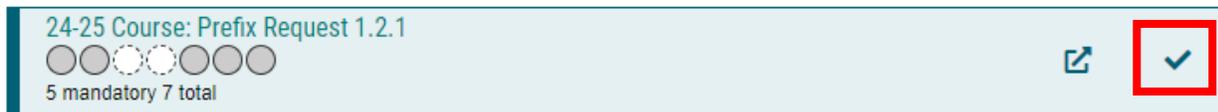
1. Login to Curriculog using your net ID and password.

<https://augusta.curriculog.com>

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



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



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

What is the academic college and department for this course?*

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.

CURRICULOG: COURSE PREFIX REQUEST

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.

Requested Course Prefix*

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

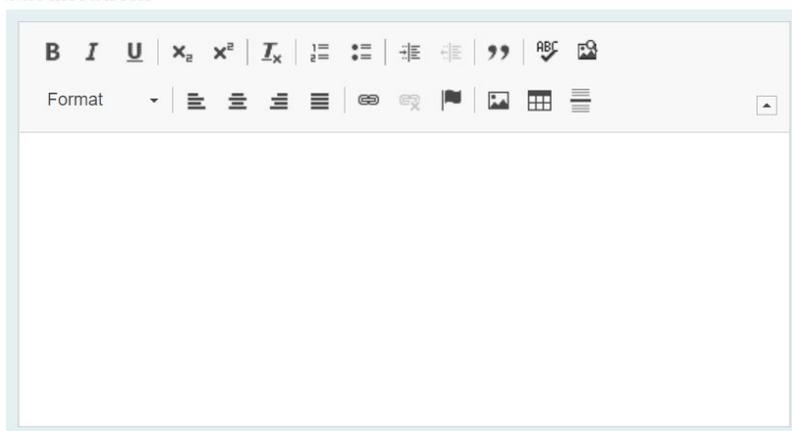
8. Navigate to the **Course Prefix Description** and provide the description for this prefix.

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 with a toolbar containing icons for bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, quote, and insert. Below the toolbar is a large text area for entering the justification.

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

CURRICULOG: COURSE PREFIX REQUEST

What program will these courses be offered in?*

Select an option

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

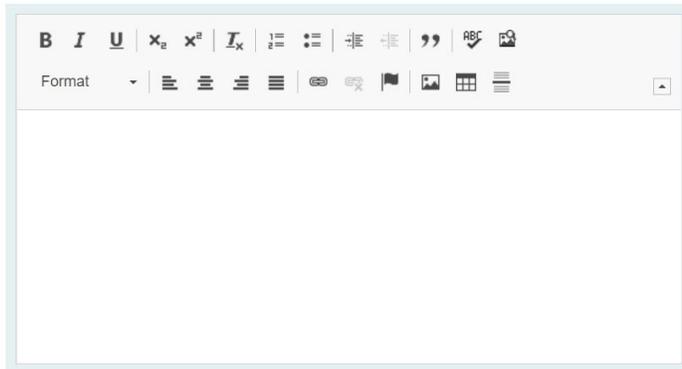
Who will be the point of contact for these courses in terms of course scheduling?*

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

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



CURRICULOG: COURSE PREFIX REQUEST

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.
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.

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