

CURRICULOG: COURSE REVISION INSTRUCTIONS



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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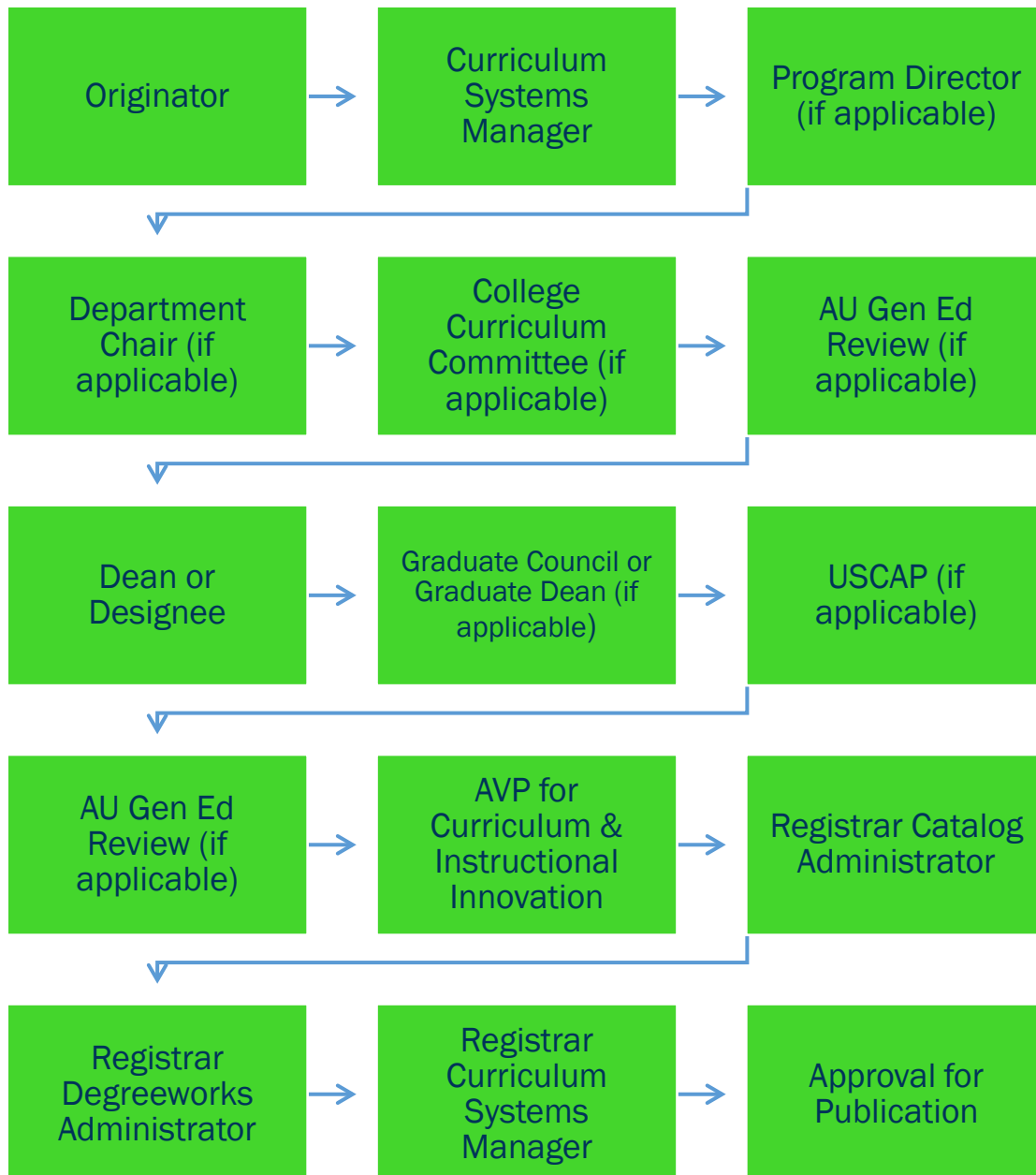
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CURRICULOG: COURSE REVISION

PROCESS

The Course Revision is used to request updates to an existing course listed in Banner. Please be intentional in your course update selections as this could impact, student registration, graduation, and student fees. If you are requesting more than three updates to this course, please consider a New Course proposal. Reach out to curriculog@augusta.edu for additional information prior to launching the proposal.

ORDER OF APPROVERS



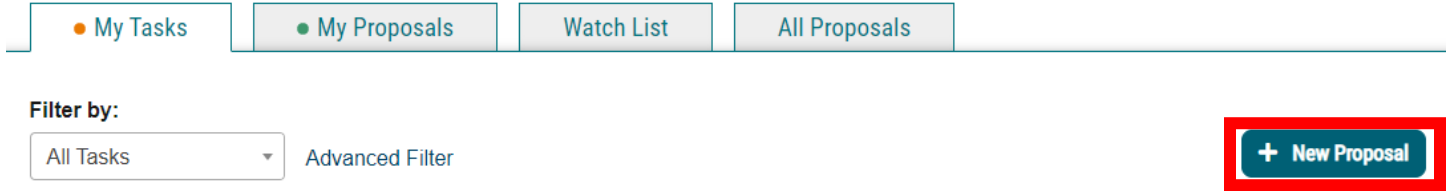
COURSE REVISION INSTRUCTIONS

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.

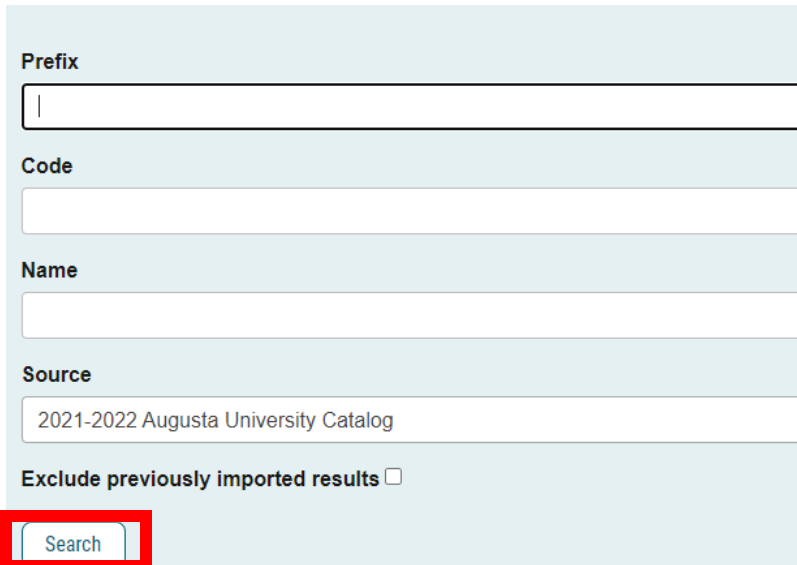


3. Hover over the proposal titled “Course Revision” and click the blue check mark in order to begin.



IMPORTING






4. Once the course revision proposal is selected, there will be a fly-out on the right side of the screen. Use the filter to search the specific course. Courses can be filtered using prefix, code, or name (course or program name). Select search to generate courses.



5. Highlight the appropriate course for the course revision and select the icon of a blue paper with an arrow through it to preview and build import.

CURRICULOG: COURSE REVISION

Show: 20 results ▼

- ENGL 1101**
Composition I focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation. This course also includes introductory use of a variety of research skills. The course provides instruction in word processing and in... 
- ENGL 1101H**
Composition I focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation. This course also includes introductory use of a variety of research skills. The course provides instruction in word processing and in... 
- ENGL 1102**
Literature-based, Composition II develops writing skills beyond the levels of proficiency required in English 1101. Interpretation and evaluation are emphasized, and more advanced research methods are incorporated. The course includes instruction in composition of a research paper... 
- ENGL 1102H**
Literature-based, Composition II develops writing skills beyond the levels of proficiency required in English 1101. Interpretation and evaluation are emphasized, and more advanced research methods are incorporated. The course includes instruction in composition of a research paper... 
- ENGL 1113H**
This course develops more advanced skills in critical reading, thinking, and writing than is possible in 1101. The course incorporates study of texts by some of the world's most influential thinkers into a framework which develops skills in critical reading, critical thinking, an... 

6. Review data preview. Once review is complete select build proposal. Please email curriculum@augusta.edu if data is not correct.





Course Revision Information: Current Campus	[no data]
Course Revision Information: Current Schedule Type	Lecture, Lecture/Supervised Lab/Clinic, Independent Study, Asynchronous Instruction

Build Proposal [Return to Search](#)

7. A dialogue box will appear and you will need to select the current catalog listed under Acalog and then click “Generate Report”.

CREATING AN IMPACT REPORT

8. Select the “Run Impact Report” icon on proposal menu bar to generate an impact analysis report.

 Import ** Run Impact Report**  Save All Changes  Validate and Launch Proposal

Proposal Help

9. A dialogue box will appear and you will need to select the current catalog listed under Acalog and then click “Generate Report”.

CURRICULOG: COURSE REVISION

Impact Report for ENGL 1101

In order to run an impact report, you will first need to select one or more external systems to search. Please note that maps with a grey background are unavailable as sources for the report. When you have finished, click "Generate Report" to return to the Impact Report.

Current Maps:

Acalog

- 2020-2021 Augusta University Catalog
- 2021-2022 Augusta University Catalog

Curriculog

- Z18-19 Course: New Course Proposal Form ⚠
- Z18-19 Program: Curriculum Revision Form ⚠

Generate Report **Cancel**

10. A report will then return that lists each program that has this course as part of its curriculum. Print this page to a PDF and save so that it can be uploaded to the proposal at a future step.

Impact Report for ACCT 2101

Source: 2018-2019 Augusta University Catalog

Programs

- Bachelor of Arts with a major in Criminal Justice
- Bachelor of Business Administration
- Bachelor of Business Administration with a concentration in Digital Marketing
- Bachelor of Business Administration with a concentration in Financial Services
- Bachelor of Business Administration with a concentration in Healthcare Management
- Bachelor of Business Administration with a major in Accounting
- Bachelor of Business Administration with a major in Finance
- Bachelor of Business Administration with a major in Management
- Bachelor of Business Administration with a major in Management Information Systems
- Bachelor of Business Administration with a major in Marketing
- Bachelor of Science in Health Information Administration
- Bachelor of Science in Information Technology with a concentration in Business
- Bachelor of Science with a major in Health Services
- Minor in Accounting
- Minor in Business Administration

11. Based on the returned list of programs, each college dean will need to be notified of the modification and an approval memo obtained. The approval memo(s) will be uploaded at a future step.

ROUTING INFORMATION

12. Choose the Academic College AND department for the course you wish to modify by clicking in the field. This will generate a drop down list of all Academic Colleges. You may only select one option.

CURRICULOG: COURSE REVISION

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.

13. If the course is part of The Graduate School, be sure and select “Yes” to the question regarding The Graduate School.

Is this course part of The Graduate School?*

Yes

No

If yes, this impacts the routing as The Graduate School must approve the course revisions. Only TGS graduate courses are routed to The Graduate School for review. If the course is part of a graduate certificate and impacts a TGS graduate degree program, the proposal would need to be reviewed by The Graduate School. If this course does not already have a TGS attribute, one will be assigned and the course will be assigned to the academic college and department listed above in BANNER.

14. 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.

15. Select the appropriate option regarding a department chairperson.

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.

16. If your college has a curriculum committee that needs to review this proposal, be sure and select “Yes” to the question regarding college curriculum committees. If only the Graduate School needs to review this change please select “no”.

CURRICULOG: COURSE REVISION

Does your academic college have a college curriculum committee that is required to review this change? If only The Graduate School needs to review, check "no" here.*

Yes

No

If the committee has already reviewed this proposal outside of Curriculog and does not need to vote in the Curriculog system, select no. By selecting yes, your Committee Chair will provide the agreed upon decision for the committee within Curriculog.

17. Select the appropriate option regarding the affected college(s).

Does this course revision affect more than one college?*

Yes

No

If you select yes, this proposal will also be routed to USCAP for review and approval.

18. If the requested course modification will affect other colleges, attach the completed impact analysis report and select the appropriate option.

I have completed and attached an impact report.*

Yes

Even if the impact report returns no results, be sure and attach it so individuals reviewing and approving will know there is no impact to other programs. Instructions for completing an impact report may be found at: <https://www.augusta.edu/registrar/curriculog/resources>

19. If the requested course modification will affect other colleges, attach the approval memos and select the appropriate option.

I have attached approval memos from the impacted colleges.

Yes

Approval memo templates may be found at: <https://www.augusta.edu/registrar/curriculog/resources>

COURSE REVISION INFORMATION

20. In the Revision Requested field, select all requested modifications types and include the specific changes in the corresponding field(s) below. For example, if you are requesting to update the CIP Code and Course Title, you would only complete the sections for "Update CIP Code" and "Update Course Title". The remaining sections would remain blank.

CURRICULOG: COURSE REVISION

Revision Requested:*

- CIP Code
- Corequisite(s)
- Course Description (Published in Catalog)
- Course Equivalent(s)
- Course Title
- Grade Mode
- Instruction Type Code/Schedule Type
- Number of Credit Hours (may require a program revision)
- Prerequisite(s)
- Reactivate Course
- Repeat Status
- Restriction(s) for Registration
- USG Undergraduate Core Requirement (must be approved by Gen Ed Council)

Please check all requested revision types and include the specific changes in the corresponding field(s) later in the proposal. If you select you are modifying the USG Undergraduate Core Requirement, this proposal will also be routed to the AU Gen Ed Reviewer.

21. Since the course prefix and course number has already been entered, navigate to the effective term column. Enter the effective term of the course modification.

Effective Term*

Select an option

Based on the approved deadlines, the options below are the only effective terms available for this section. The year and term code in which the course modification will be effective.

22. Select the appropriate option regarding cross-listing.

Will this course be cross-listed?*

- Yes- I will launch a revision for the cross-listed course.
- No

Cross-listed courses are courses which share common learning outcomes, are numbered the same, and have the same level of rigor, but have different prefixes. If the answer to this question is yes, you will also need to submit a revision for the cross-listed course.

23. Select the appropriate option regarding cross-leveling.

CURRICULOG: COURSE REVISION

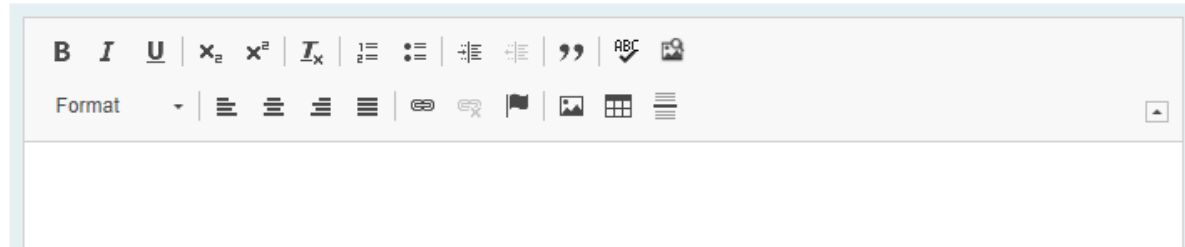
Will this course be cross-leveled?*

- Yes- I will launch a revision for the cross-leveled course.
- No

Cross-leveled courses are courses which share common learning outcomes but are numbered and offered at two different levels of rigor. If the answer to this question is yes, you will also need to submit a revision for the cross-leveled course.

24. If the course being modified, is cross-listed or cross-leveled, input the course prefix and course number of the cross-listed or cross-leveled course.

What is the course prefix and the course number of the cross-listed or cross-leveled course?

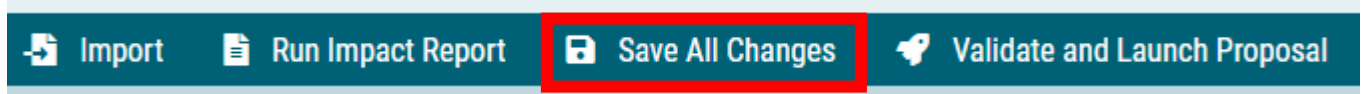


25. Once you have completed the corresponding field(s) that were selected in the Revision Requested Section in Step 20, navigate to the bottom of the proposal.
26. Please confirm that a program revision has been launched if this new course is being added to the curriculum of a current program. If this new course is not being added to the curriculum of a current program a program revision is not required.

Please confirm:*

- Yes, this course revision will be required for a current program so I have launched a program revision.
- No, this course revision does not affect any current programs.

27. Scroll to the top of the proposal and select “save all changes.”



LAUNCHING THE PROPOSAL

28. 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.



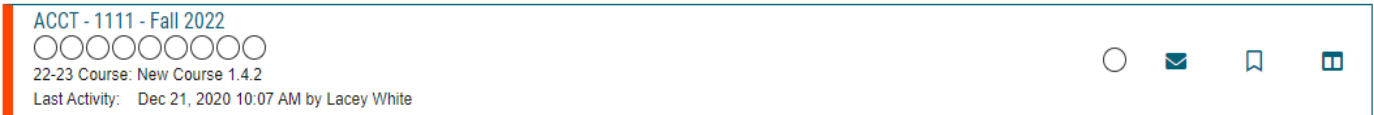
CURRICULOG: COURSE REVISION

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

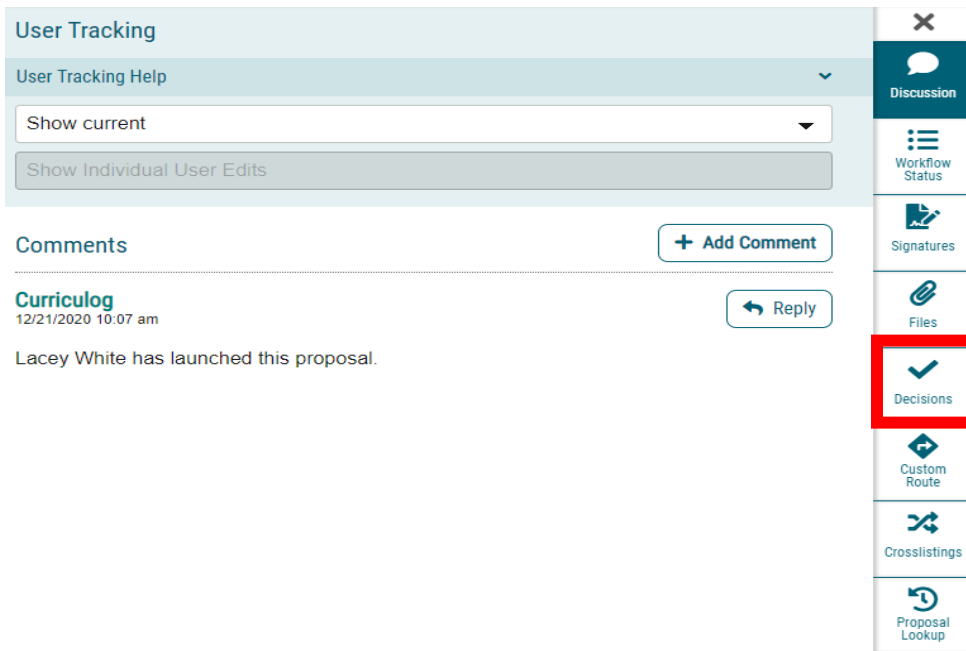


30. In order for the proposal to move forward to the next approver step, you must approve it.

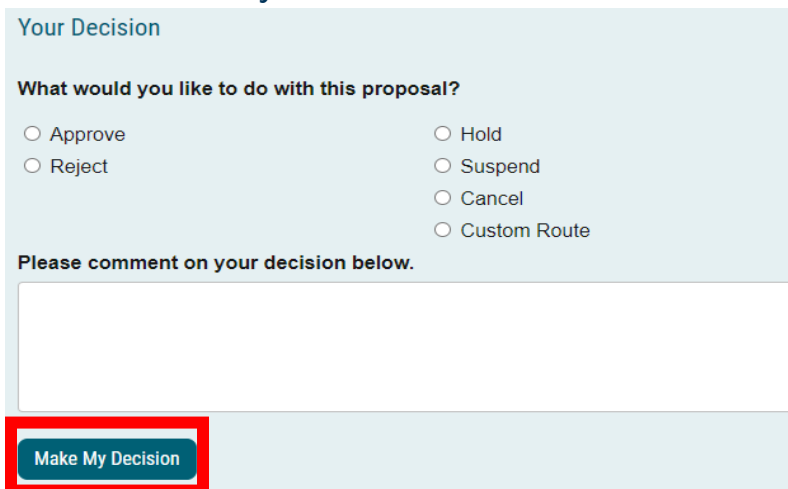
31. To approve the proposal, click on the proposal to open it.



32. Once the proposal opens, navigate to the far right toolbar and select “Decisions”



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



34. If a PIN number is required, enter your PIN and click submit.
35. 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.