

A grayscale photograph of a large, classical-style building with a portico supported by columns. The name "RAINS HALL" is visible on the upper part of the facade. The building is surrounded by trees and has a set of steps leading to the entrance.

CURRICULUM INVENTORY REPORTING

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PROCESS

The Office of the Registrar is responsible for collecting Curriculum Inventory Reporting data for the Health Science Campus. It records faculty effort in hours for a given semester. This information is referenced for budgeting inquiries, departmental faculty effort reports, and can also be used for many other data collection inquiries. Based on the effort entered in the CIR system, a teaching percentage is calculated for USG data reporting. It is extremely important that CIR be submitted by the deadline.

RESPONSIBILITIES

Curriculum Inventory Reporting is only for the Health Science Campus. CIR submission is the responsibility of the faculty person, but this is often delegated to a designated staff person. A staff person does not automatically have access to the system, so a request from a faculty member must be made to the Registrar's Office to add access.

INSTRUCTIONS

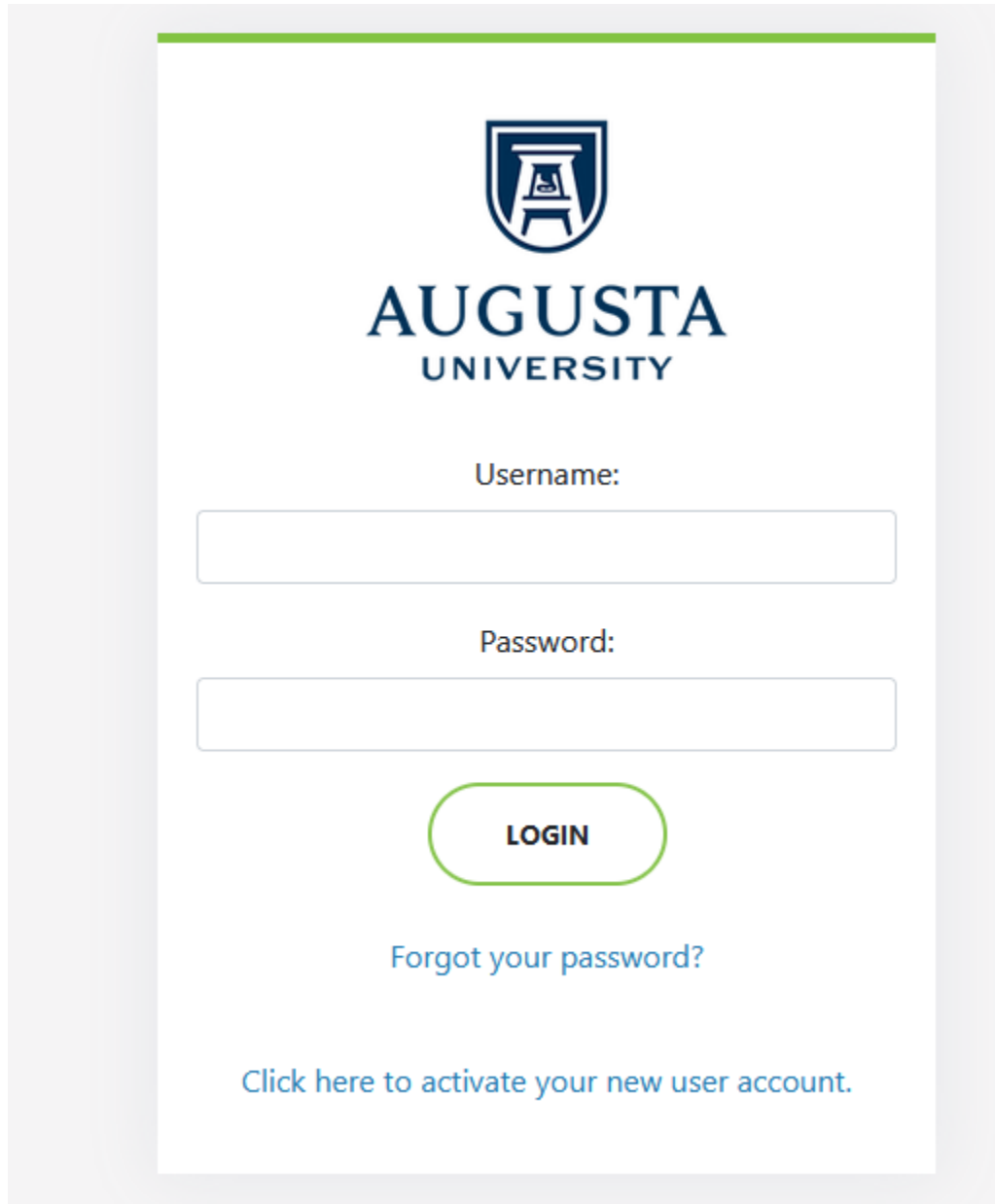
An email is sent to each department notifying them that Curriculum Inventory Reporting has been opened. These are sent from the Registrar's Office shortly after schedule adjustment has ended each term.

If you are no longer responsible for this data, please notify our office so we can reach out to the appropriate person.

Access the CIR website by visiting the link below:

<https://www.augusta.edu/registrar/cir.php>

1. Log in using your JagID and password.

The image shows a login page for Augusta University. At the top center is the university's crest, a shield with a book and a lamp. Below the crest, the words "AUGUSTA UNIVERSITY" are written in a dark blue, serif font. Underneath, the label "Username:" is followed by a white rectangular input field. Below that, the label "Password:" is followed by another white rectangular input field. In the center, there is a rounded rectangular button with a green border and the word "LOGIN" in bold, black, uppercase letters. Below the button, the text "Forgot your password?" is displayed in a blue, sans-serif font. At the bottom, there is a blue link that says "Click here to activate your new user account."

****Please note you need access to Duo to access CIR.***

2. Any courses you are currently assigned to in Banner will be available to you. If you are a departmental staff person responsible for entering CIR, any course in your assigned department will be available to you. If you would like to search through your available courses, keep it as general as possible. Enter the CRN or School and select "Search".

Please note: If you are missing classes, please contact the Registrar's Office at classes@augusta.edu.

Search Criteria

NOTE: [Instructions](#) are available in PDF format.

Term
Summer 2023

School
[Any School]

Subject
[AnySubject]

Campus
[Any Campus]

CRN

Course Number

Show
Both Complete and Incomplete Submissions

3. Once you have selected the course and are ready to enter the hours, click the pencil icon on the left-hand side in the “Edit” column next to the CRN number.

Please note: Only whole numbers can be entered in the hour fields.

Search Results

| Edit | CRN ↑ | Subject | Course Number | Title | Campus | Submitted | by |
|---|-------|---------|---------------|------------------------------|------------------------|------------|----------|
|  | 30245 | RADT | 3643 | Rad Oncology Clin Internship | Internship | - | - |
|  | 30246 | RADT | 4501 | Seminar in Rad Onc EBP | Web | 05/30/2023 | LPRETLOW |
|  | 30254 | RTHP | 4114 | Intro Vent-Patient Mgmt | Health Sciences Campus | - | - |
|  | 30331 | PTHP | 7101 | Evi Based Prac-Research | Health Sciences Campus | - | - |
|  | 30333 | PTHP | 7111 | Prof Prac Expectations I | Health Sciences Campus | 05/30/2023 | MNOVAK |

4. Confirm the course information at the top of the page is correct.

Course Information

[< Cancel and Return to Course Selection](#)

| | | | | | |
|---|--|---|---|---|--------------|
| Term 202305 (Summer 2023) | Start Date 05/17/2023 | End Date 08/02/2023 | Weeks Taught 11 (Include Exam Week) | | |
| Course Name RADT 3643 | Section INM | CRN 30245 | Title Rad Oncology Clin Internship | Campus Internship | Course Level |
| College 01 College of Allied Health Sci | Department 0725 CAHS Undgrd Health Professions | Students/Residents Enrolled 8 | Credit Hours 6 - | Course Meets Unassigned Space | |
| Locked Credit Hours | Date 06/07/2023 03:21 | | | | |

5. The faculty who are assigned to this course in BANNER, the student information system, should be reflected on this form. You must indicate the faculty hours here. Any faculty member associated with this course may add hours; however, only the primary faculty or assigned staff member can submit.

Contact Registrar

| Course | Name | BANNER ID | Lecture Hrs | Seminar Hrs | Lab Hrs | Clinic Hrs | Other Hrs | Prep/Admin Hrs | Total Teaching Hrs | Teaching % | | Remove |
|----------|----------------------|-----------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------|------------|------------------------------|------------------------|
| RADT3643 | *Hill, Cynthia J | ██████ | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 | | | |
| RADT3643 | Kindle, Kevin Edward | ██████ | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 | | Make Primary | Remove |
| | | | | | | | | | 0 | | | |

[Download to excel](#)

6. If faculty members associated with this course are not on this form, you may add them in the “Select Instructor” field. Enter the instructor’s BANNER ID number or search by name by clicking the button to the right of the field.

Teaching Faculty

Be sure to list all faculty teaching the course. Indicate clock hours of time for the entire term for each area noted.

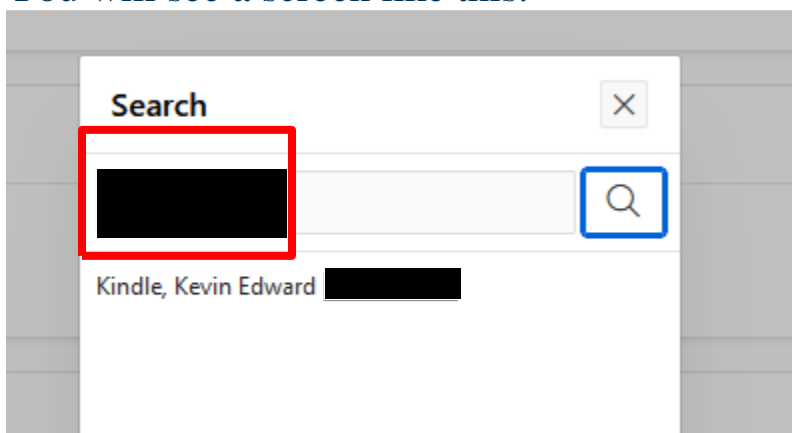
Select Instructor



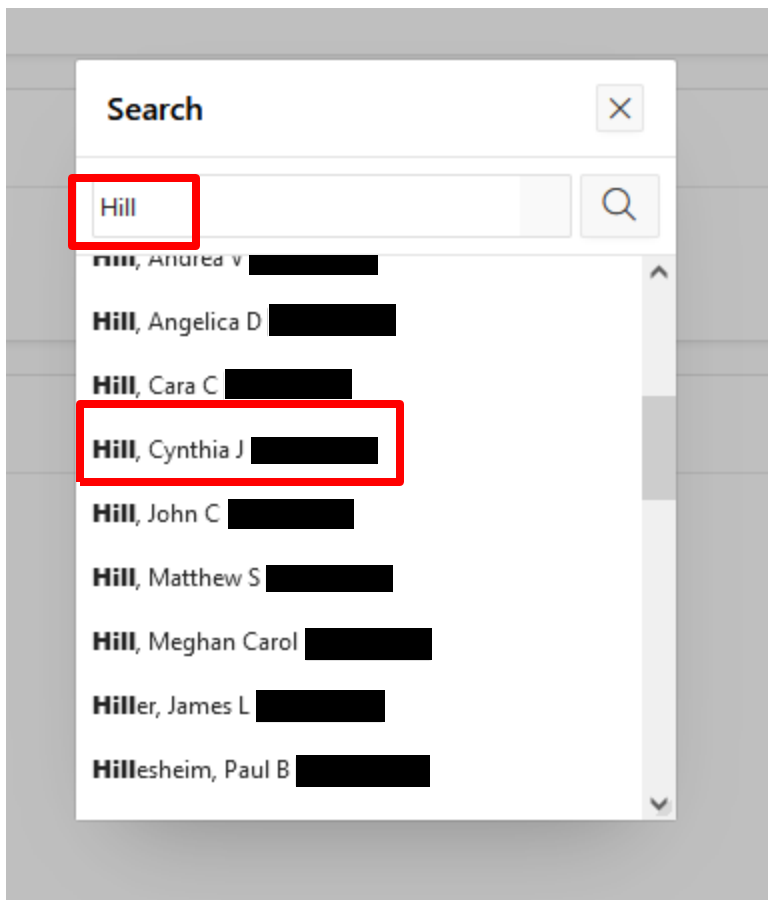
Add as Primary Instructor?

Add Selected Instructor

You will see a screen like this.



OR you can search by name. Try different variations: First and last or just last name for example until you find who you are looking for.



Please refer to the guidelines below for entering and recording faculty efforts.

| | |
|-----------|---|
| Lecture | A presentation of instructional material involving minimal periods of student discussion or active participation |
| Seminar | A presentation of instructional material in which students are expected to participate in the discussion of the material |
| Lab | The portion of a course devoted to the performance or observation of experiments, application of principles or techniques, dissection of specimens, or demonstration and practice of procedural or clinical skills in an instructional (not patient care) setting |
| Clinic | Includes clinic supervision, teaching rounds, delivery/operating room supervision, or teaching in any other clinical or patient care setting. Since the primary purpose of this time is patient care, an “allowance” for teaching time is one hour per half day or two hours per full day of clinical teaching. |
| Other | Course-related activities such as lecture/seminar contributor, grading, office hours, advising/counseling students, etc. |
| Prep Time | Developing course materials, evaluating student progress, coordinating participation by other faculty, etc. |

- After all information is complete and verified, click “Save Changes”. Once you are ready to lock this course and submit the data to the Office of the Registrar, click “Submit to Registrar” at the bottom right of the screen.

Save Changes

Submit to Registrar

8. If changes need to be made after you have locked the course and submitted to the Office of the Registrar, you will need to email classes@augusta.edu to reopen to make changes. Remember to resubmit after the changes have **been made**.

TIMELINE

Spring term information is due by February 22, Summer term information is due by July 8, and Fall term information is due by October 7. These are the hard deadlines for submission to USG. You will get a deadline 2-3 days earlier from the Registrar just to ensure all the information is ready for official reporting.

Please note: If the date falls on a Saturday, please submit Friday. If the date falls on a Sunday, please submit on Monday.

| Term | Deadline |
|--------|-------------|
| Fall | October 7 |
| Spring | February 22 |
| Summer | July 8 |

NOTES

Additional information may be found on our website by visiting the link below:
<https://www.augusta.edu/registrar/cir.php>

CONTACT

If you have any additional questions, please contact our office at classes@augusta.edu.