

## Graduate Course Clean Up Form in Curriculog

A step-by-step guide

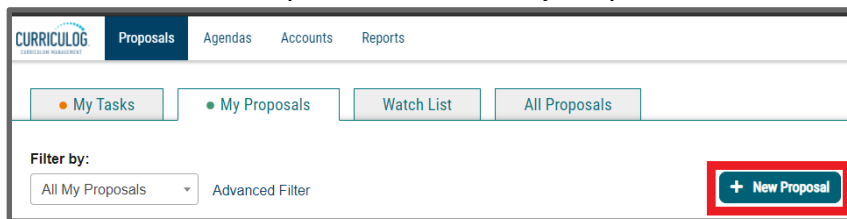
### STEP 1: Curriculog Login

1.1 Access: <https://unlv.curriculog.com/>

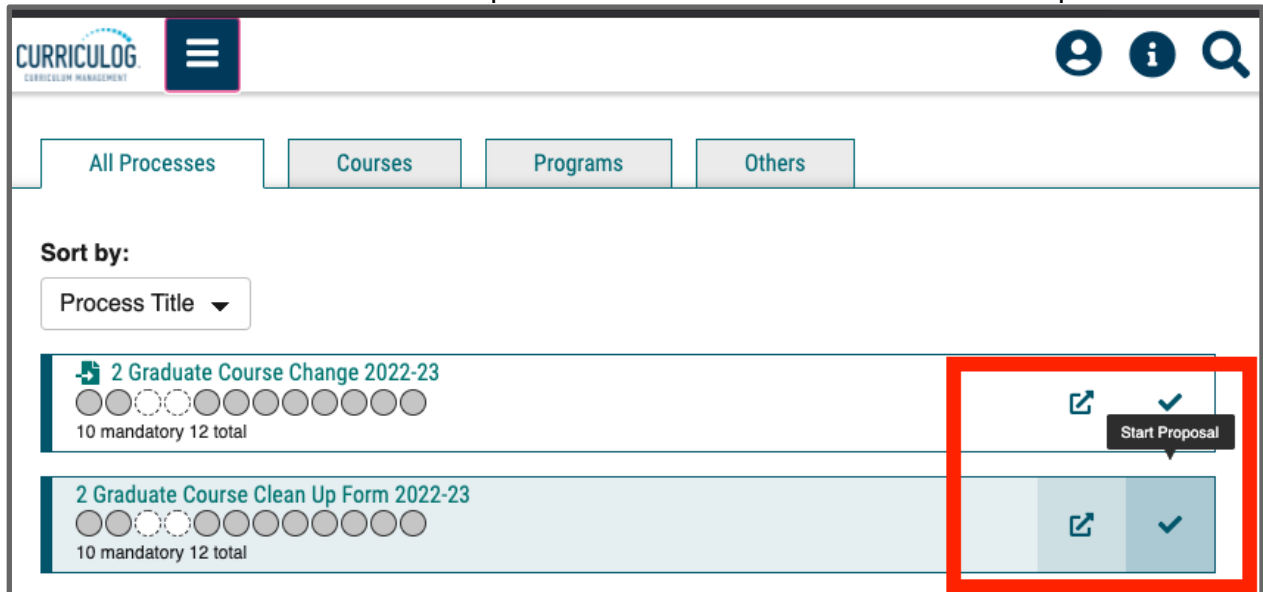
1.2 Login using your UNLV ACE account. (see <https://www.it.unlv.edu/ace>)

### STEP 2: Select the “Course Clean Up” form

2.1 Click on “New Proposal” under the “My Proposals” tab at the top left:



2.2 Click on the checkmark “Start Proposal” icon on the Graduate Course Clean Up form row:

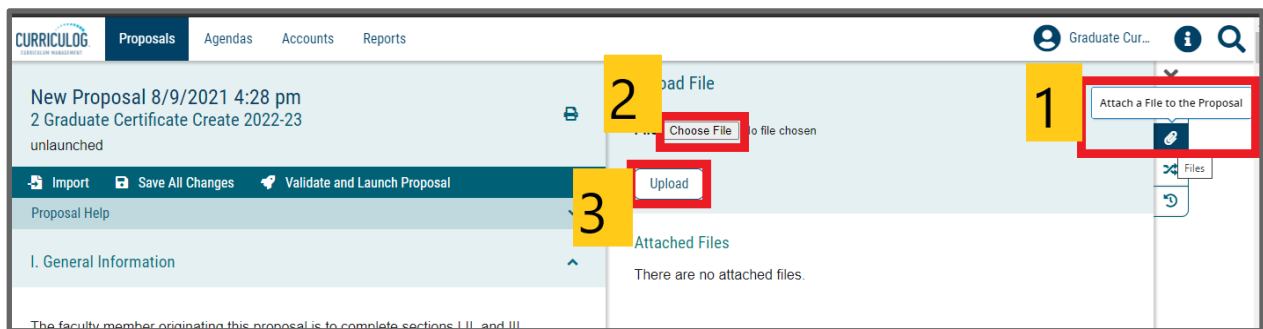


### STEP 3: Complete sections I and II then launch and submit the form.

In general, the form is self-explanatory and clear about what is requested. In this guide we will review selected items that may generate questions or have further technical steps.

**3.1 Attachments - uploading documents into the form:** To upload documents into the form, please follow these 3 steps:

01. Click on the “attach a file” icon at the right of the form.
02. Click on “Choose File”
03. Click on “Upload”



**3.2 Required Additional Documents:** Please attach all required files by navigating to the “attach a file” icon at the right of this form.

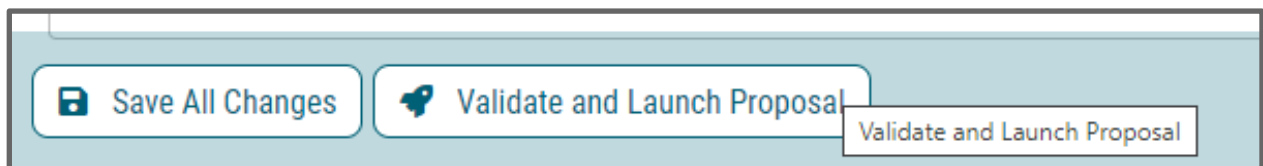
- Course Clean Up spreadsheet\* (email [gradcurriculum@unlv.edu](mailto:gradcurriculum@unlv.edu) if needed).
- Accessible syllabus for each course change if adding Service-Learning designation.

\* **Course Clean Up spreadsheet:** This is a simple spreadsheet, containing the following information, distributed by columns:

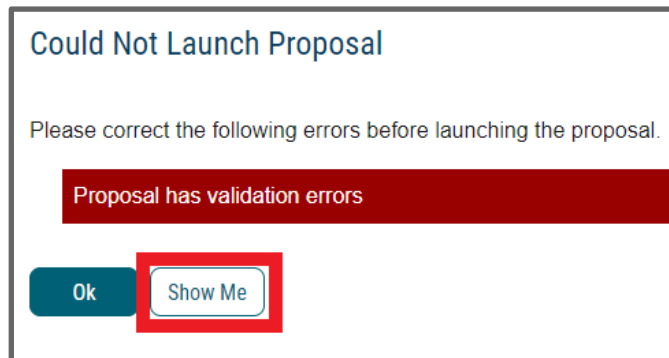
- Column 1: Course Prefix;
- Column 2: Course Number;
- Column 3: Course Name;
- Column 4: Original field that will be changed (e.g. prefix, prerequisites, etc.)
- Column 5: Final adjusted field (following column 4)

Please contact [gradcurriculum@unlv.edu](mailto:gradcurriculum@unlv.edu) at anytime for assistance, and also if you need a different structure than the sheet mentioned above.

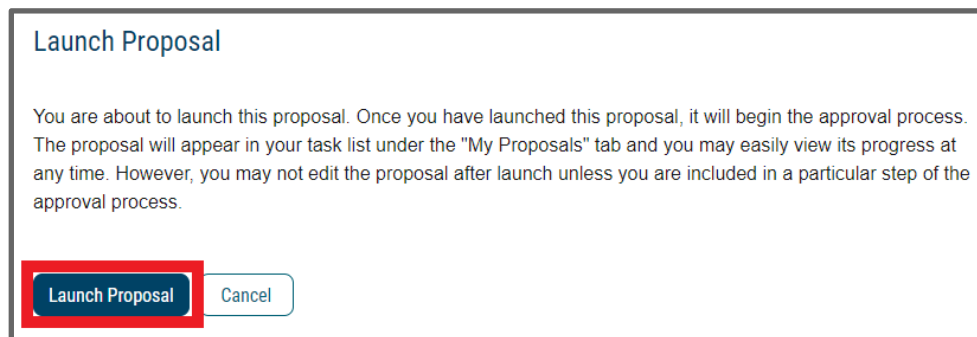
**3.3 Launch the form:** Click on the “Validate and Launch” button at the very bottom to launch the form.



3.3.1 If an ERROR message comes up, please click “show me” and fill all the red fields of the form.






3.3.2 If you have filled the entire form correctly, you will see the “Launch Proposal” option come up. Click on “Launch Proposal” to launch.

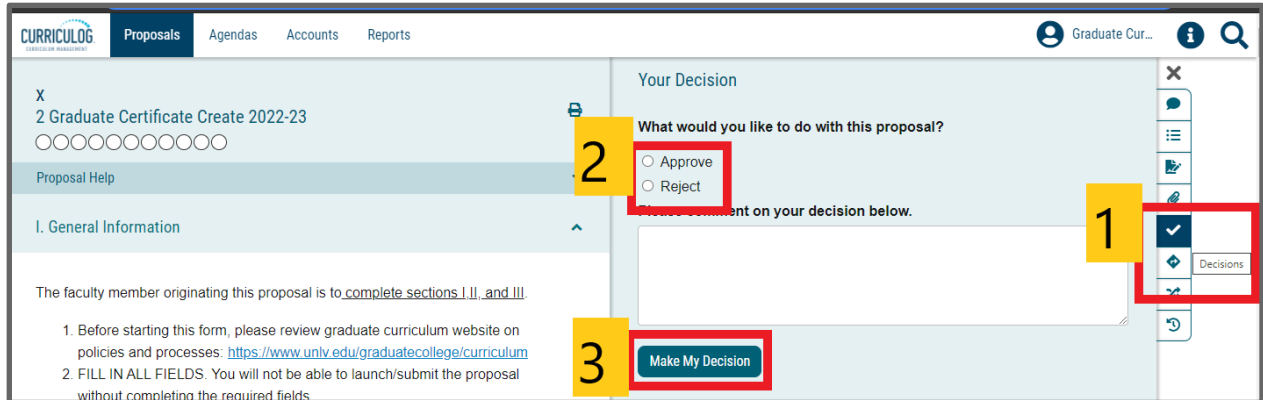


## STEP 4: READY TO SUBMIT?

After completing this form, please follow these steps:

1. Finish the launch of your proposal by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right.
2. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.
3. Please note that it is your responsibility as the proposer to see that the proposal is reviewed and receives all necessary approvals. Please be encouraged to reach out to reviewers on each step, if necessary.

4. You can check the status of the proposal by clicking on the workflow status icon  to verify that the proposal has gone to the next step.
5. The workflow status icon  will also show you the current step of the proposal at any given time, and who are the reviewers at that step.



Additional Information, including committee meeting dates, university resources, and general guidelines available at: <https://www.unlv.edu/graduatecollege/curriculum>

QUESTIONS? Contact [gradcurriculum@unlv.edu](mailto:gradcurriculum@unlv.edu)