

## Graduate Certificate Creation Proposal in Curriculog

A step-by-step guide

Before initiating the Curriculog proposal for a new certificate, please contact the [Office of the Senior Vice Provost for Academic Affairs \(SVPAA\)](#) to review their requirements, and receive their initial approval, or “green light,” for initiation of the Curriculog proposal process.

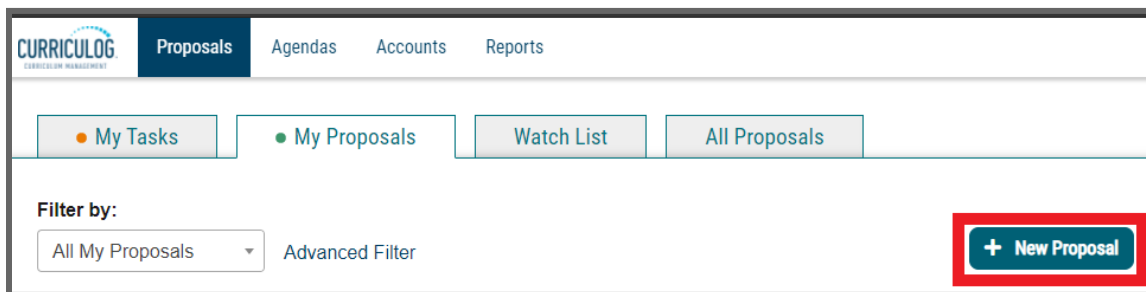
### STEP 1: Curriculog Login

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

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

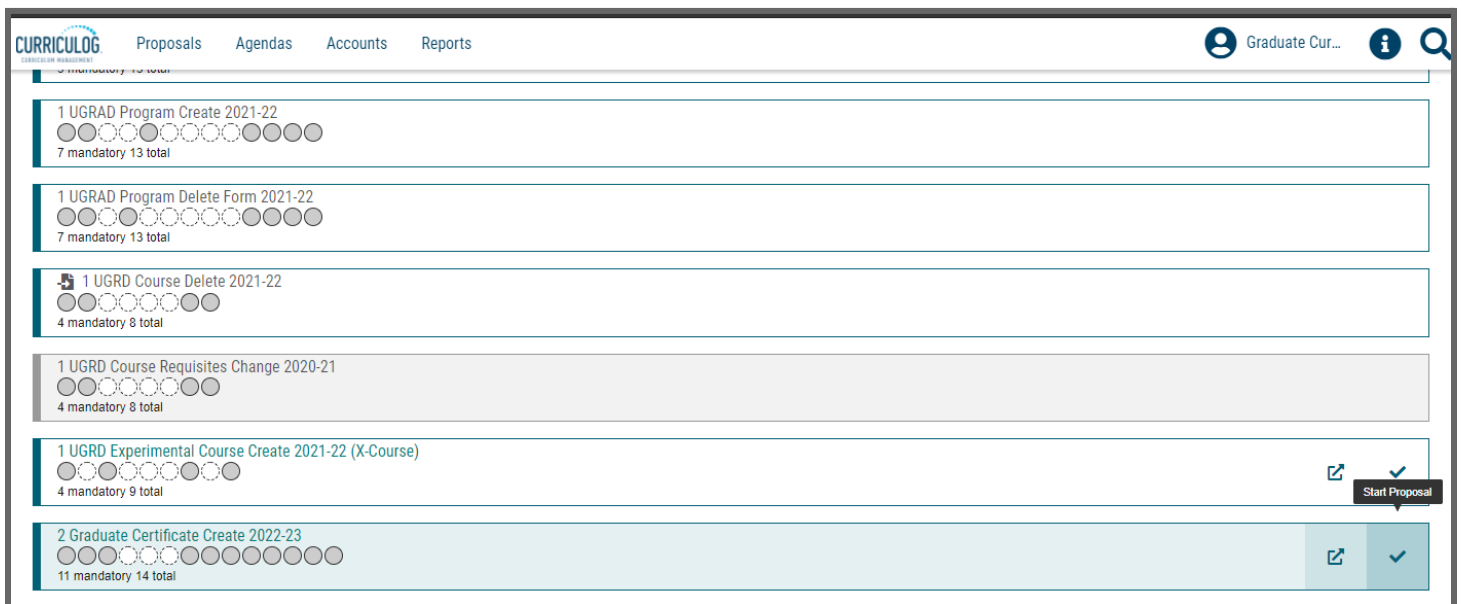
### STEP 2: Select the “Graduate Certificate Create” form

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



The screenshot shows the Curriculog interface with the 'Proposals' tab selected. Below the navigation tabs, there are four buttons: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The 'My Proposals' button is active. Below these buttons, there is a 'Filter by:' section with a dropdown menu set to 'All My Proposals' and an 'Advanced Filter' link. A red box highlights the '+ New Proposal' button in the top right corner.

2.2 Click on the checkmark “Start Proposal” icon on the Graduate Certificate Create form row:



The screenshot shows the Curriculog interface with the 'Proposals' tab selected. The list of proposals is displayed, including '1 UGRAD Program Create 2021-22', '1 UGRAD Program Delete Form 2021-22', '1 UGRD Course Delete 2021-22', '1 UGRD Course Requisites Change 2020-21', '1 UGRD Experimental Course Create 2021-22 (X-Course)', and '2 Graduate Certificate Create 2022-23'. The '2 Graduate Certificate Create 2022-23' row is highlighted in blue. A red box highlights the 'Start Proposal' icon (a checkmark) in the top right corner of the row.

### STEP 3: Complete all Items in Sections I, II and III of the form, except for the schema section, and launch 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 CIP code:** This code classifies the program in terms of its content, and serves as an identifier and qualifier for different processes, mainly at the administrative level. You can browse the NCES CIP Database here: <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55> Please note that the proposed code will be reviewed by the graduate curriculum team and the Registrar, and if a potentially better code is found, it will be suggested to you along the process. If you are unsure of the CIP code you can leave this item blank on the form, and graduate curriculum will contact you with suggestions.

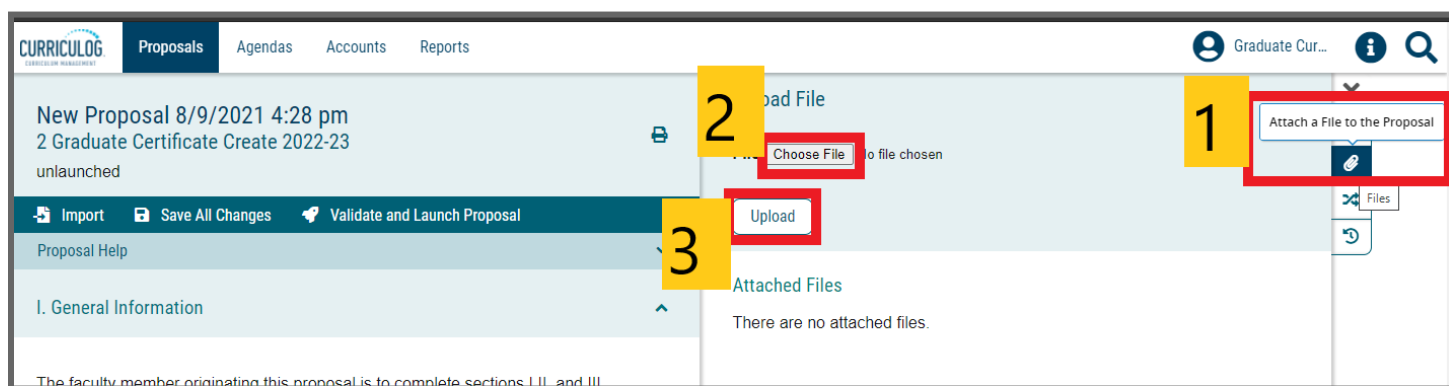
**3.2 Office of Online Education:** Certificates that are 100% online must contact the Office of Online Education (<https://www.unlv.edu/provost/online-education>).

**3.3 Financial Aid:** In order to determine whether this proposed program is eligible for financial aid, please contact the Financial Aid & Scholarships Office (<https://www.unlv.edu/finaid>).

**3.4 Office of Educational Compliance:** Certificates that lead to professional licensure or certification must contact the Office of Educational Compliance (<https://www.unlv.edu/provost/ed-compliance>).

**3.5 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”



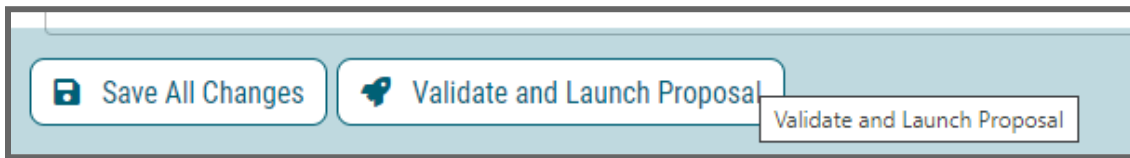
**3.6 Differential Tuition Fees:** If this program has differential tuition fees, please attach the approved differential fee proposal form by navigating to the “attach a file” icon at the right of this form. Information and forms available at the [Office of the Senior Vice Provost for Academic Affairs \(SVPAA\)](#) website.

**3.7 Required Additional Documents:** A new certificate requires the completion of additional documents, as further described in the form, and also below:

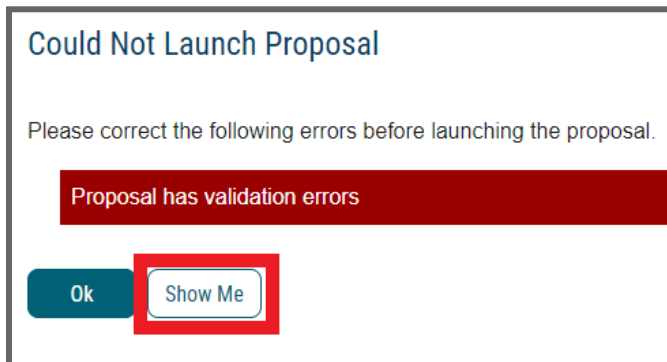
1. Certificate Financial Aid Reporting form – Available from the [Office of the Senior Vice Provost for Academic Affairs \(SVPAA\)](#)
2. Three Year Academic Assessment Plan – Available from the [UNLV Office of Academic Assessment](#).

3. Two (2) letters of support
  1. Chair/Director of the academic unit that will offer the certificate.
  2. Academic Dean.
    - *Each letter must verify that the proposed certificate has received faculty approval through the appropriate governance procedures, as well as the existence of necessary resources to support the certificate as presented in the proposal.*
4. Two to Five Representative Course Syllabi (for certificates with fewer than 5 courses, provide all course syllabi).
5. NSHE Certificate Program Proposal form - for certificates with more than 30 credits - Available from the [UNLV Office of Academic Assessment](#).
6. Course Carousel

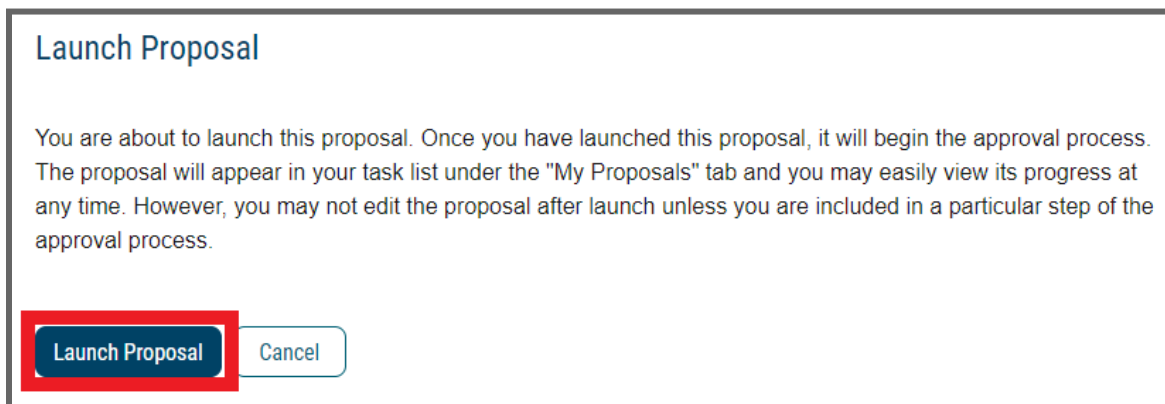
**3.8 Launch the form:** Skip the schema section and complete all fields on the form. Once all but the schema section is completed click on the “Validate and Launch” button at the very bottom to launch the form.



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



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



After the proposal is successfully launched, you can complete the SCHEMA SECTION of the form.

## STEP 4: SCHEMA SECTION:

The schema section is the section in which you will create the graduate catalog structure of the certificate, which is also the plan of study. This structure includes 4 main sections:

01. Plan Description
02. Plan Admission Requirements
03. Plan and Course Requirements
04. Certificate Completion Requirements

Please review an example of a graduate certificate structure by navigating through other certificates in the [UNLV Graduate Catalog](#), then follow the steps below:

1. Click on the “View Curriculum Schema” icon at the bottom of the “Schema Section”:



2. Click “Add Core” seven times to create seven blank “Cores.” You will be able to add and remove Cores later, so at this time please don’t worry too much about the final number:



3. Click on each Core and rename them as follows, clicking on “Save” as you go:
  - a. Plan Description
  - b. Plan Admission Requirements
  - c. Plan Requirements (include in description the total credits - see image below)
  - d. Course Requirements
  - e. Course section 1
  - f. Course section 2
  - g. Certificate Completion Requirements

View Curriculum Courses

View Curriculum Schema

Preview Curriculum

Plan Description

Plan Admission Requirements

Plan Requirements

Title

Plan Requirements

Description

Total Credits Required: 12

Save

Cancel

Courses

No Courses

Add Courses

Add Custom Text

Course Requirements

Course section 1

Course section 2

Certificate Completion Requirements

- Drag the cores sideways by clicking and holding the icon at the left of each core. Create a hierarchy within the "Plan Requirements" section (Plan Requirements > Course Requirements > Course sections), as follows:

View Curriculum Courses

View Curriculum Schema

Preview Curriculum

Plan Description

Plan Admission Requirements

Plan Requirements

Course Requirements

Course section 1

Course section 2

Certificate Completion Requirements

Add Core

Import Core

- Fill in all the content except for the "Course Sections"** by clicking on each core, adding the content, and clicking on "Save" as you go. If you do not know what to write into each section, please navigate through the UNLV graduate catalog for inspiration and guidance ([UNLV Graduate Catalog](#)). You can copy and paste content into these sections:

**Proposed Curriculum:\***

View Curriculum Courses View Curriculum Schema Preview Curriculum

Plan Description

**Title**

Plan Description

**Description**

...in this section I am describing details relevant to potential new applicants...

Save Cancel

**Courses**

No Courses

Add Courses Add Custom Text

Plan Admission Requirements

Plan Requirements

Course Requirements

**STEP 5: COURSE SECTIONS: After completing all other sections, complete the course section(s) by:**

- Review the number of "Course Sections" you need. Course sections are unique to each program. Some programs have more sections than others. The criteria for the division in sections is generally based on either:
  - Content area (e.g. "Research Methods," "Topic-X related courses," ...)
  - Type of requirement (e.g. Required or Elective Courses, ...)
  - You may suggest any structure if you have a strong rationale for it, and the technical review team will assist in case any adjustments may be necessary.
  - All programs must have a minimum common set of required courses. Certificates typically have 3-6 credits of set required courses.
  - Subplans, if any, will typically have the same amount of credits unless students being admitted would have a reason to take more/less credits (e.g. prior studies). Certificates typically do not include subplans.
- After reviewing how many sections you need, add or remove "Course Section" cores as necessary, and rename all course sections. If you add more cores, drag them into position in the same way you dragged them previously. To delete simply click the "trash" icon on the right side of the core being deleted (please note that all sub-cores are deleted if contained within a higher Core that is being deleted).. **Course sections are named as follows: "Name - Credits: x"**

- c. Add a description to each course section with instructions about how the credits must be taken (see image below) and click on "Save" as you go:

**Proposed Curriculum:\***

View Curriculum Courses

View Curriculum Schema

Preview Curriculum

Plan Description

Plan Admission Requirements

Plan Requirements

Course Requirements

Required Courses - Credits: 9

**Title**

Required Courses - Credits: 9

**Description**

Add here instructions about how the credits are taken, and any other necessary instruction, e.g.  
- "Complete 9 credits by completing all of the following courses:"  
- "Complete 6 credits of course-x, and 3 credits of course-y:"  
- "Complete 9 credits of advisor approved courses:"

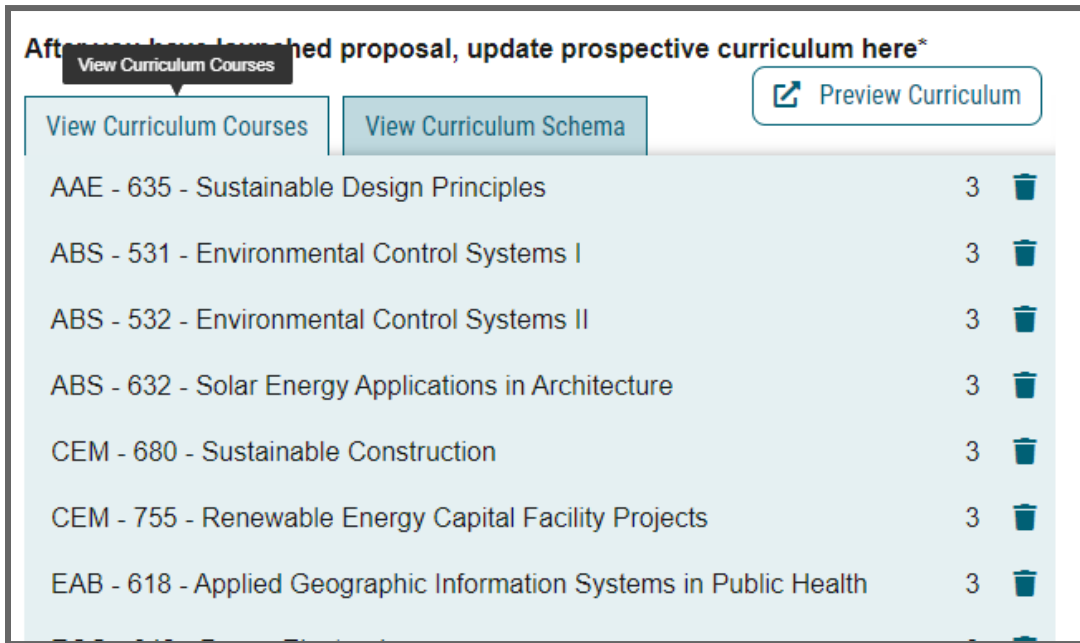
Save

Cancel

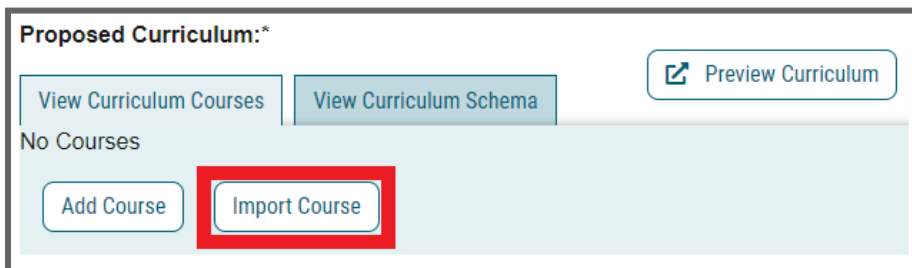
## STEP 6: IMPORTING and ADDING COURSES

Courses must be first imported into the form before you can add them into each course section. To import courses:

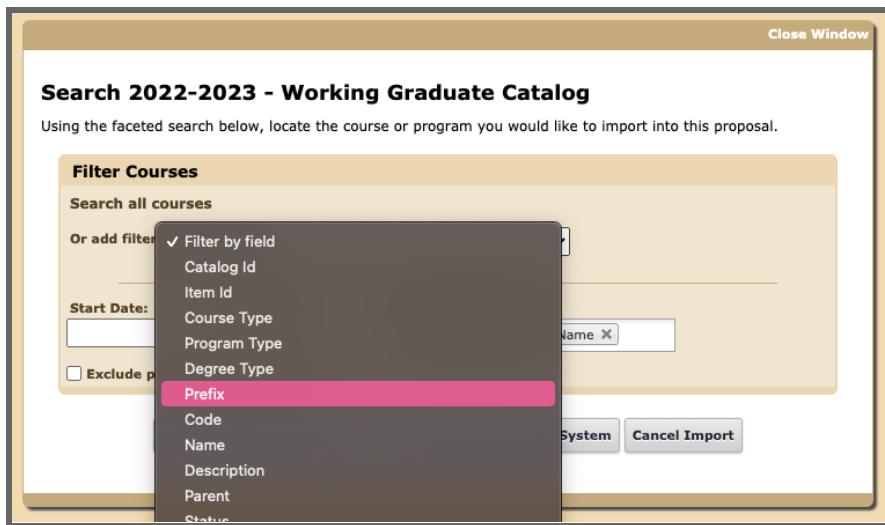
1. Click on the “View Curriculum Courses” tab at the top of the schema window:



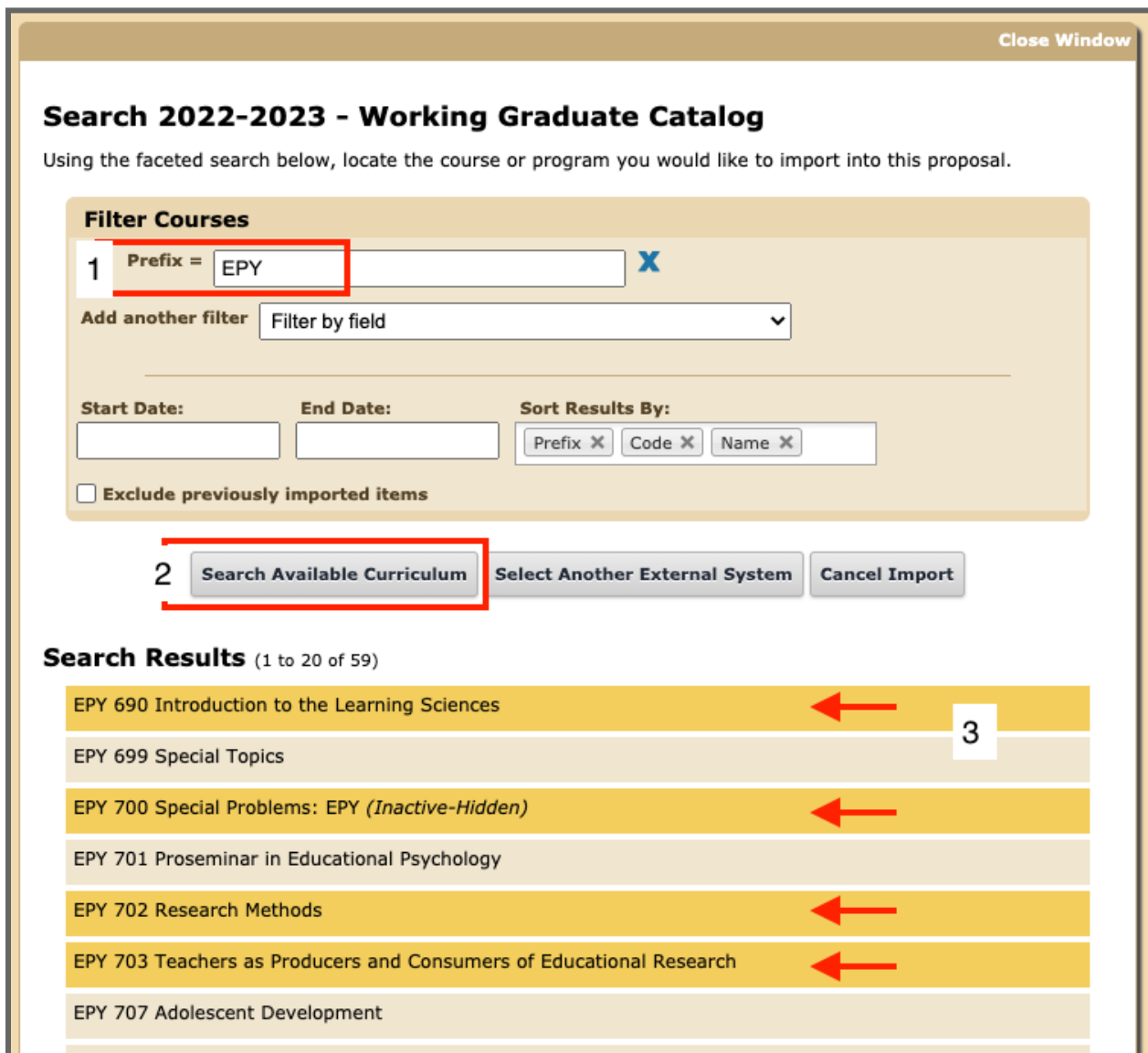
2. Click on the “Import Course” button at the bottom of the “View Curriculum Courses” window:



3. Click on the available import catalog (only one will be available), and on the import window, select “filter by prefix”:



4. (1) Search for your desired course prefix; (2) then click "search available curriculum; (3) then click on all courses that will be imported:



5. Add courses to the proposal by clicking, at the very bottom, on the “Add Courses to Proposal” button:

**Selected Courses**

EPY 690 Introduction to the Learning Sciences

EPY 700 Special Problems: EPY (*Inactive-Hidden*)

EPY 702 Research Methods

EPY 703 Teachers as Producers and Consumers of Educational Research

Add Courses to Proposal

Select Another External System

Cancel Import

Repeat this process as often as you need until all courses are added to the proposal.

You will see all added courses within the “View Curriculum Courses” view:

After you have launched proposal, update prospective curriculum here\*

View Curriculum Courses

View Curriculum Schema

[Preview Curriculum](#)

|                                                                     |   |  |
|---------------------------------------------------------------------|---|--|
| AAE - 635 - Sustainable Design Principles                           | 3 |  |
| ABS - 531 - Environmental Control Systems I                         | 3 |  |
| ABS - 532 - Environmental Control Systems II                        | 3 |  |
| ABS - 632 - Solar Energy Applications in Architecture               | 3 |  |
| CEM - 680 - Sustainable Construction                                | 3 |  |
| CEM - 755 - Renewable Energy Capital Facility Projects              | 3 |  |
| EAB - 618 - Applied Geographic Information Systems in Public Health | 3 |  |

6. Add the courses into their respective course section, as follows: (1) click on the course section core to open it; (2) click on the “add courses” button; (3) click on the courses and then “add course.”

**Proposed Curriculum:\***

Plan Description

Plan Admission Requirements

Plan Requirements

Course Requirements

1 Required Courses - Credits: 9

Title

Required Courses - Credits: 9

Description

2 Add Courses

Courses

No Courses

3 Choose courses to add

|                                                                         |       |
|-------------------------------------------------------------------------|-------|
| EPY - 690 - Introduction to the Learning Sciences                       | 3     |
| EPY - 700 - Special Problems: EPY (Inactive-Hidden)                     | 1 - 6 |
| 3 EPY - 702 - Research Methods                                          | 3     |
| EPY - 703 - Teachers as Producers and Consumers of Educational Research | 3     |

4 Add Course Cancel

Elective Courses - Credits 3

Certificate Completion Requirements

Add Core Import Core

- For courses that do not exist yet at the time of your proposal: Add the courses into the description box of the respective course section in the following way: "PREFIX - NUMBER - Course name, (credits)."

## STEP 7: REVIEW the Final Structure of the Schema:

At this point you should be ready to go. All the fields in the form are filled, all necessary attachments are uploaded. You have contacted all of the offices involved.

For a final review of the schema (catalog display/plan of study), please follow these steps:

- Click on the "Preview Curriculum" tab at the top of the schema section window:

**Proposed Curriculum:\***

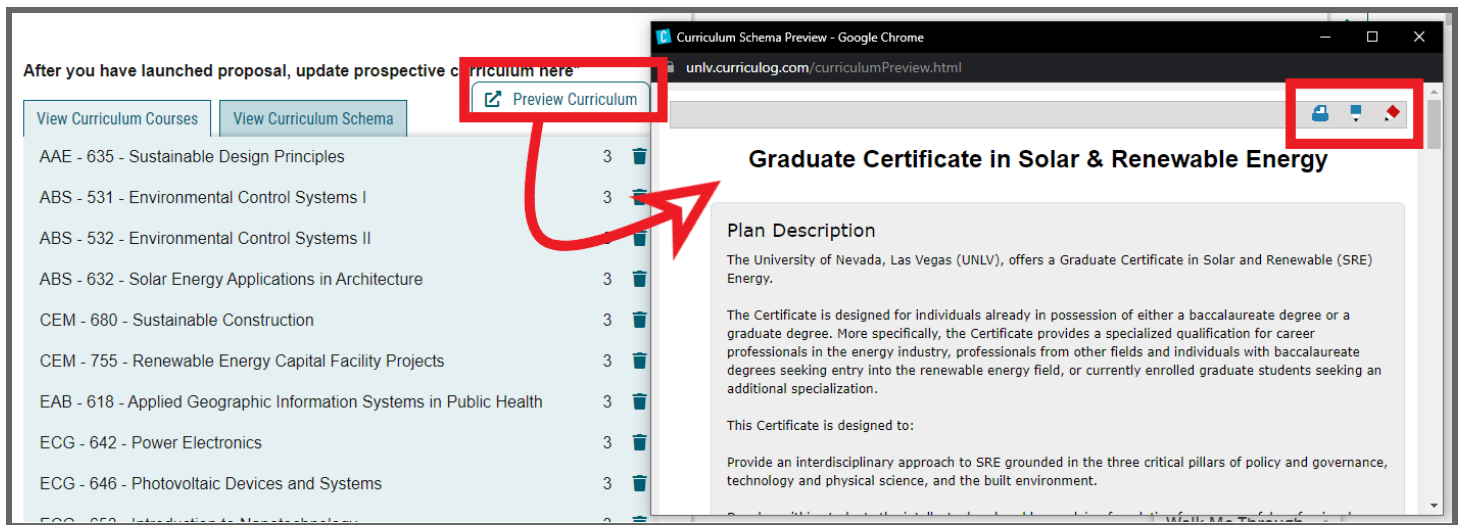
Preview Curriculum

View Curriculum Courses View Curriculum Schema

No Courses

Add Course Import Course

- The preview curriculum button will open a pop-up preview of the schema. On the top right of the schema preview you can select to print (or save in .pdf), have a clean view (blue pencil), or have a view of the markup/changes (red pencil):



## STEP 8: 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.

**CURRICULOG** Curriculum Management

Proposals Agendas Accounts Reports

Graduate Cur...

X

2 Graduate Certificate Create 2022-23

Proposal Help

I. General Information

The faculty member originating this proposal is to complete sections I, II, and III.

1. Before starting this form, please review graduate curriculum website on policies and processes: <https://www.unlv.edu/graduatecollege/curriculum>
2. FILL IN ALL FIELDS. You will not be able to launch/submit the proposal without completing the required fields.

**Your Decision**

What would you like to do with this proposal?

☐ Approve

☐ Reject

Please comment on your decision below.

**Decisions**

**Make My Decision**

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)