Graduate Course Change 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 Change" form

Course changes constitute no significant changes to extant course descriptions, titles, etc that alter the original design/intent of the course. Significant changes will require a New Grad Course Create proposal.

2.1 Click on "New Proposal" under the "My Proposals" tab at the top left:
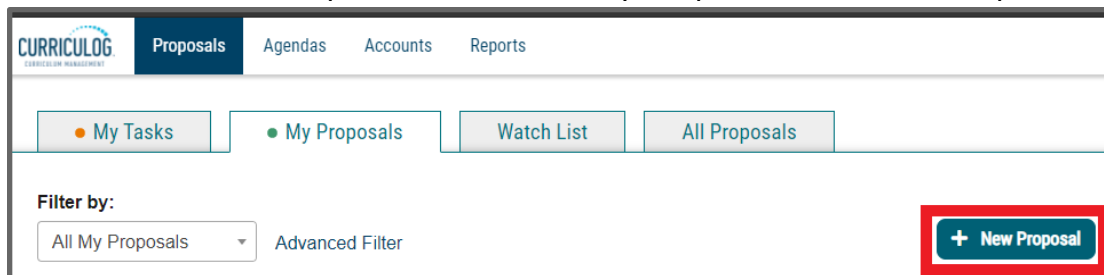
2.2 Click on the checkmark "Start Proposal" icon on the Graduate Course Change form row:
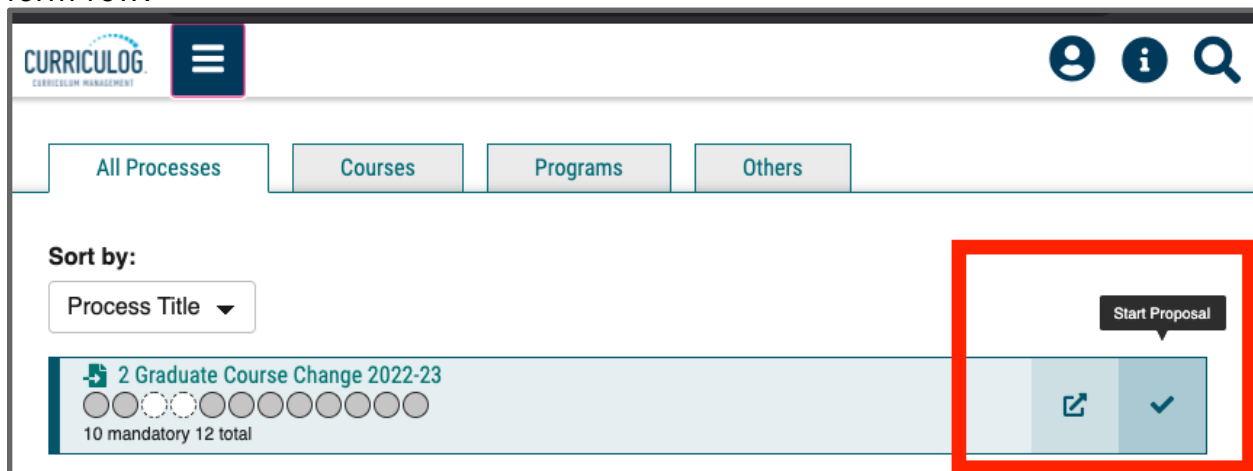
This form begins with importing the current information from the working graduate catalog.

You will see the **search window** roll out to the right after clicking on "start proposal." Using

the fields in the search window, search and select the course you will change and click build proposal to begin.

STEP 3: Complete only required fields at first, then launch the form. After launch, complete all remaining fields relevant to the changes you are proposing.

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"
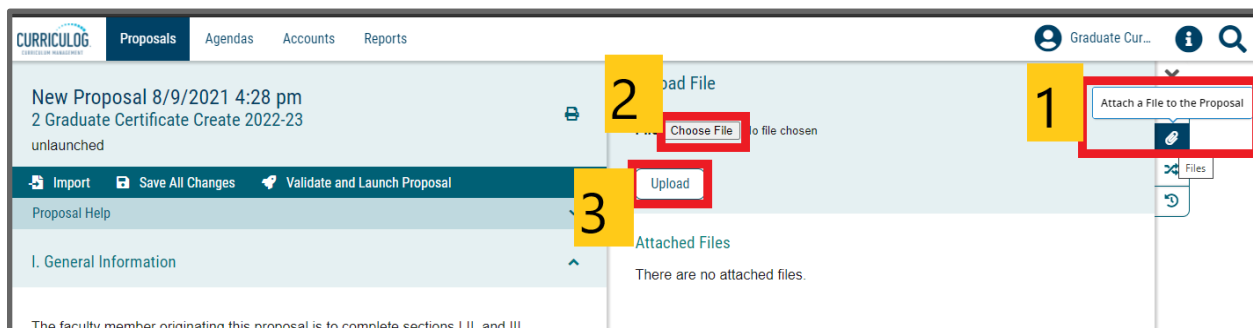
3.2 Required Additional Documents: If adding Service-Learning designation, an accessible syllabus must be attached. Please attach a current accessible syllabus by navigating to the "attach a file" icon at the right of the form.

3.3 Launch the form: Click on the "Validate and Launch" button at the very bottom to launch the form.
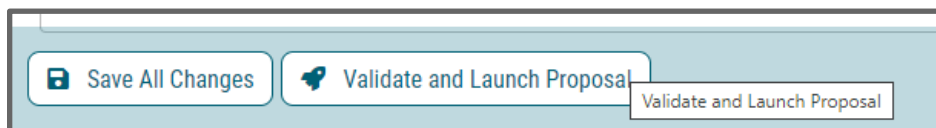
3.3.1 If an ERROR message comes up, please click "show me" and fill all the red fields of the form.

Could Not Launch Proposal

Please correct the following errors before launching the proposal.

Proposal has validation errors

Ok   Show Me

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.

Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.
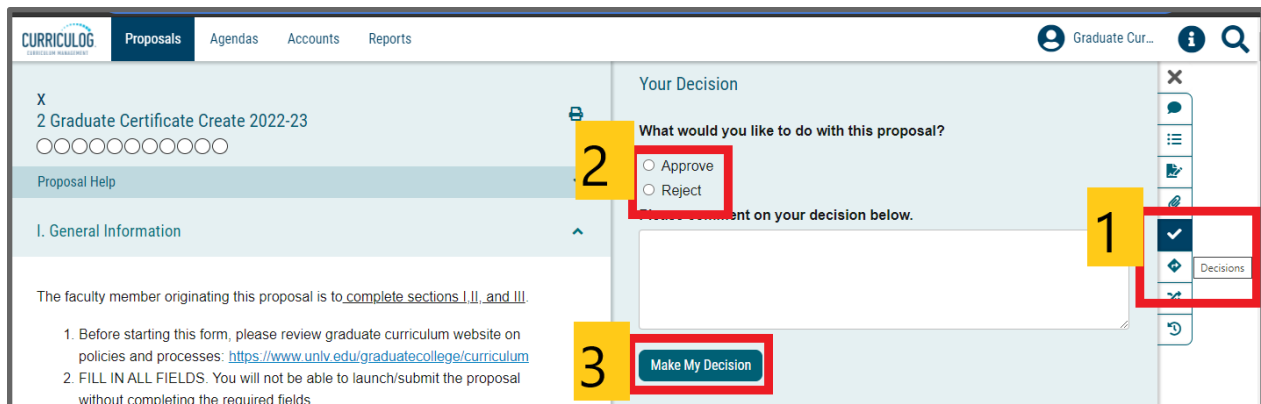
Launch Proposal   Cancel

After launch, complete all remaining fields relevant to the changes you are proposing.

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