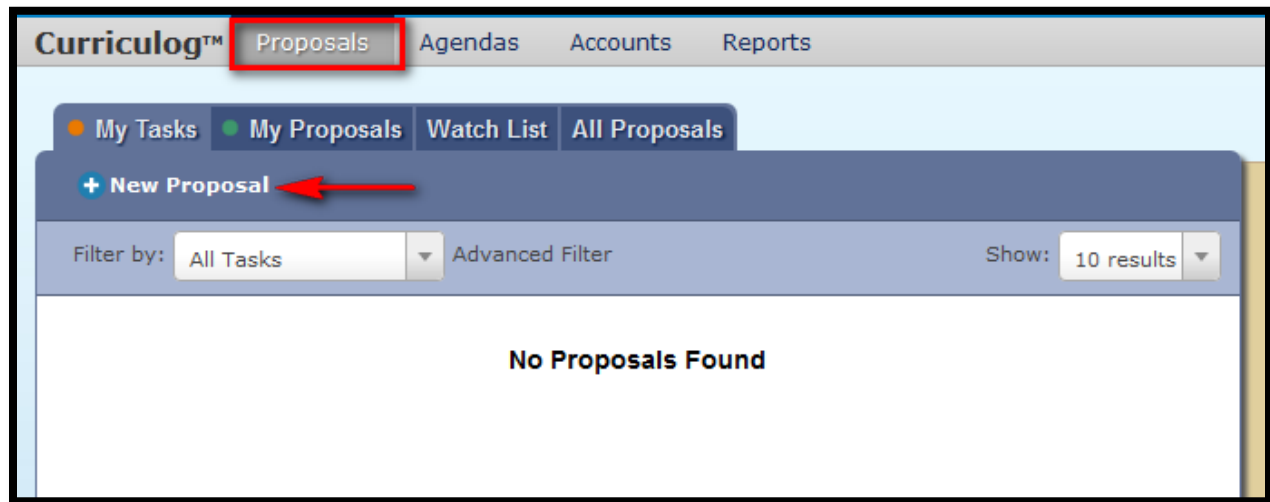


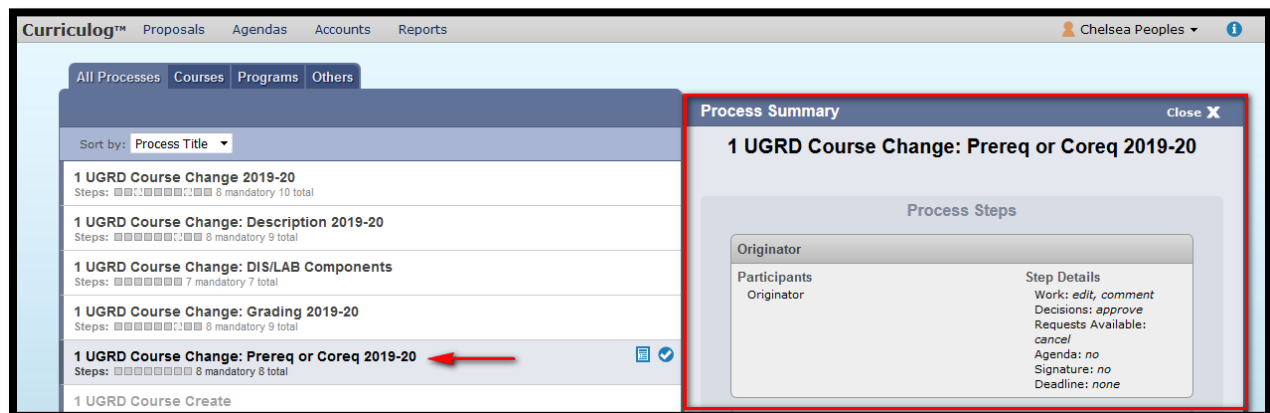
Creating a new proposal to change Requisites initiates the approval process to add, remove, or change prerequisites or corequisites.

Course Change: Requisites only

1. Click New Proposal from any tab on the Proposal menu



2. Select UGRD Course Change: Prereq or Coreq
 - A. When you select it, a summary will appear on the fly out menu to the right



3. Click the Check Mark to begin the Proposal

Curriculog™ Proposals Agendas Accounts Reports

All Processes Courses Programs Others

Sort by: Process Title

1 UGRD Course Change 2019-20
Steps: 8 mandatory 10 total

1 UGRD Course Change: Description 2019-20
Steps: 8 mandatory 9 total

1 UGRD Course Change: Discussion Component
Steps: 7 mandatory 7 total

1 UGRD Course Change: Grading 2019-20
Steps: 8 mandatory 9 total

1 UGRD Course Change: Prereq or Coreq 2019-20
Steps: 8 mandatory 8 total

Start Proposal

A. Click the icon to turn on help to show the additional help information on the form

Curriculog™ Proposals Agendas Accounts Reports

My Tasks My Proposals Watch List All Proposals

New Proposal 8/1/2018 11:09 am
1 UGRD Course Change: Prereq or Coreq 2019-20

Show Help Text

What can I do next?

Fill out the Proposal

- Edit fields by clicking on the text
- Upload a file by clicking the icon

I. Course Info

1. TURN ON help text before starting this proposal by clicking **i** in the top right corner of the heading and fill out the form. The **Originator** is to complete sections I and II.

- B. Begin entering the Course Info indicating what you would like to change and your justification for changing it

Curriculog™ **Proposals** Agendas Accounts Reports

My Tasks My Proposals Watch List All Proposals

New Proposal 8/1/2018 11:09 am
1 UGRD Course Change: Prereq or Coreq 2019-20

What can I do next?
Fill out the Proposal

- Edit fields by clicking on the text
- Upload a file by clicking the icon

I. Course Info

1. TURN ON help text before starting this proposal by clicking **i** in the top right corner of the heading and fill out the form. The **Originator** is to complete sections I and II.

Help: (Check all that apply)

☒ Prerequisites
☐ CoRequisites
☐ Other, explain in Justification section


Summary of Proposed Changes*

Justification for Course Change*

We always waive one of the prerequisites for this class. |

- i. This form is specific to changing requisites for the course. If you need to make multiple changes you should use the “UGRD Course Change” form

C. Import course information from the catalog (this will ensure accuracy)

2. **IMPORT course data found** (i.e. Prefix, Number, Long Course Name, Credits, Description, Prerequisites, Corequisites, etc.) from the Catalog by clicking  in the top left corner. (Tip: search import data by prefix) You will automatically return to the proposal to continue after you have **searched** and **imported** data.

Department*

Prefix*

Long Course Name*

Number of Credits*

Catalog Description*

B *I* U x_2 x^2 I_x
 $\frac{1}{2}$ $\frac{3}{4}$ $\frac{5}{6}$ $\frac{7}{8}$ $\frac{9}{10}$

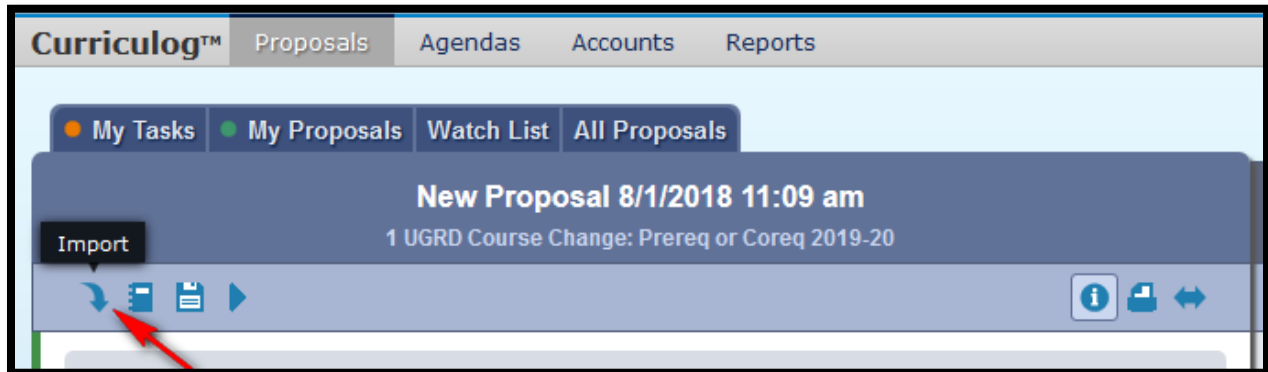
Format

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Import directly from the catalog to maintain accuracy and save time.

Please review the informatoin to ensure that all required fields are completed

- i. Scroll back to the top and click the Import button to open the pop-up window



- ii. Detailed instructions for importing Course data are found on pages 9-13 of the UGRD Course Change Guide
- iii. Reminder: Keep everything selected to minimize the amount of manual entry in your proposal and ensure accuracy

Import Data Into Your Proposal


Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click "Import Field" to uncheck that field.


Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

Field Name	Data Preview	Import Field
» I. Course Info: Department	School of Community Health Sciences	<input checked="" type="checkbox"/>
» I. Course Info: Prefix	PBH	<input checked="" type="checkbox"/>
» I. Course Info: Number	275	<input checked="" type="checkbox"/>
» I. Course Info: Long Course Name	Injury Prevention and Control	<input checked="" type="checkbox"/>
» I. Course Info: Number of Credits	3	<input checked="" type="checkbox"/>
» I. Course Info: Catalog Description	This course considers the causes and consequences of injury and challenges in injury research and prevention from a public health perspective. Injuries associated with transportation, violence, and th...	<input checked="" type="checkbox"/>
» II. Course Changes and Additional Info: Prerequisites	PBH 205, PBH 210.	<input checked="" type="checkbox"/>
» II. Course Changes and Additional Info: Corequisites	[no data]	<input type="checkbox"/>
» II. Course Changes and Additional Info: List Student Learning Outcome as a numbered list.	[no data]	<input type="checkbox"/>
» II. Course Changes and Additional Info: Service Learning Course	[no data]	<input type="checkbox"/>
» II. Course Changes and Additional Info: Special Fees	[no data]	<input type="checkbox"/>

Import This Item **Return to Search** **Select Another External System** **Cancel Import**

- iv. The available data will automatically fill in on your form

- v. You may have to click the  at the top to turn the help text back on after the import

2. IMPORT course data found (i.e. Prefix, Number, Long Course Name, Credits, Description, Prerequisites, Corequisites, etc.) from the Catalog by clicking  in the top left corner. (Tip: search import data by prefix) You will automatically return to the proposal to continue after you have **searched** and **imported** data.

Department*

Prefix* **Number***

Long Course Name*

Number of Credits*

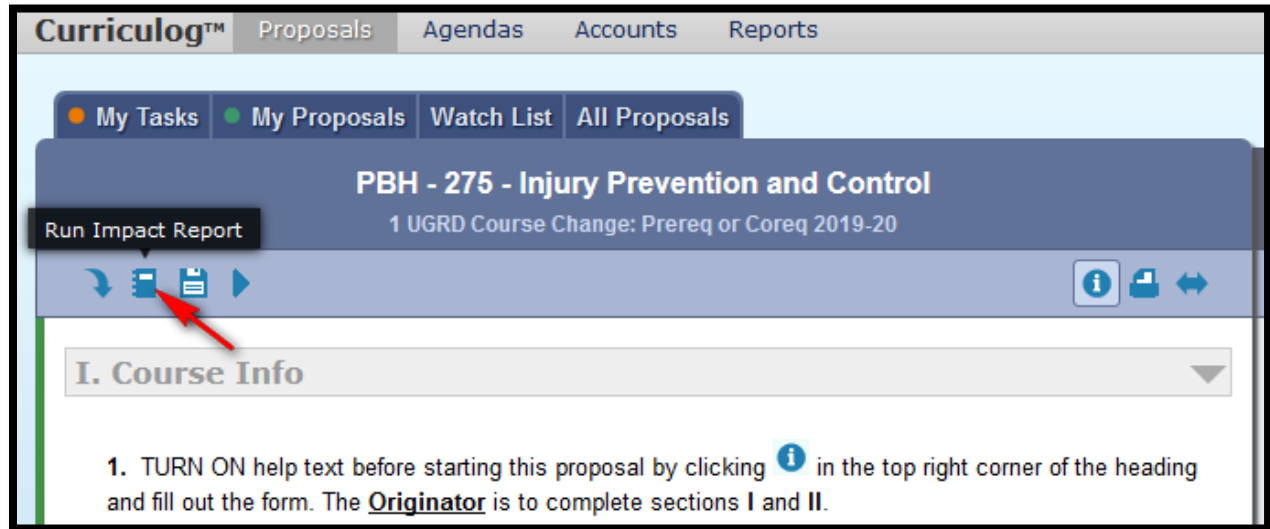
Catalog Description*

B I U x₂ x² I_x **1= 2= 3= 4= 5=** **” ”** **ABC**

Format **≡ ≡ ≡ ≡** **🔗 🔗 🚩 🖼️ 📅 📄**


This course considers the causes and consequences of injury and challenges in injury research and prevention from a public health perspective. Injuries associated with transportation, violence, and the home and occupational environments are included.

- D. Scroll back to the top and run an impact report to see if any other courses, majors, or minors will be affected by this change



- i. Keep in mind, you may be contacted by the Registrar Curriculum staff if additional forms for program, minor, and/or concentration forms are required based upon your proposal
- ii. Detailed instructions for running the Impact Report can be found on pages 16-17 of the UGRD Course Change Guide

- iii. Paste the impact report into the Question 3 box and determine whether or not the course is a required course for a degree, minor, or concentration
 1. If it is they will be listed in the Programs section of the Impact Report

3. Run an impact report (by clicking  located at the top left), choose 2019-20 Working Undergraduate Catalog for most current data. Copy and paste the results to answer the next question.

List Programs & Courses impacted by this change.

B *I* U x_2 x^2 I_x

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$\frac{1}{2}$ $\frac{3}{4}$ $\frac{5}{6}$ $\frac{7}{8}$ $\frac{9}{10}$

Format

Impact Report for PBH 275

Source: 2019-2020 Working Undergraduate Catalog

Programs

Public Health Major (BS)

Course is ☒ Yes ☐ No
required of a degree, minor, or concentration?*

A Program, Minor, and/or Concentration Change Form may need to be submitted in addition to this form. A Registrar Curriculum Staff will inform you during the Technical Review Step whether additional form(s) and/or approval(s) are required.

- iv. When you get to question 4 continue entering **current** information for the course. You will make your proposed changes later
 1. Some of this information may be pre-populated from your import

Curriculog™ Proposals Agendas Accounts Reports

II. Course Changes and Additional Info

4. Fill in section with **current course data only** at this stage. Any existing prerequisites and corequisites should have auto-populated when data was imported on Step 2. Leave requisites blank if there are none. For accuracy you may reference [MyUNLV](#) to check current course info.

It is imperative that you do DO NOT make proposed changes to course information before launching proposal (step 7) so that we can track new changes.

You may leave the additional info section blank if you do not know the answers.

Requisite Change

All 300 & 400 level courses must have appropriate prerequisites. Approval by course instructor is not considered a meaningful prereq.

Prerequisites

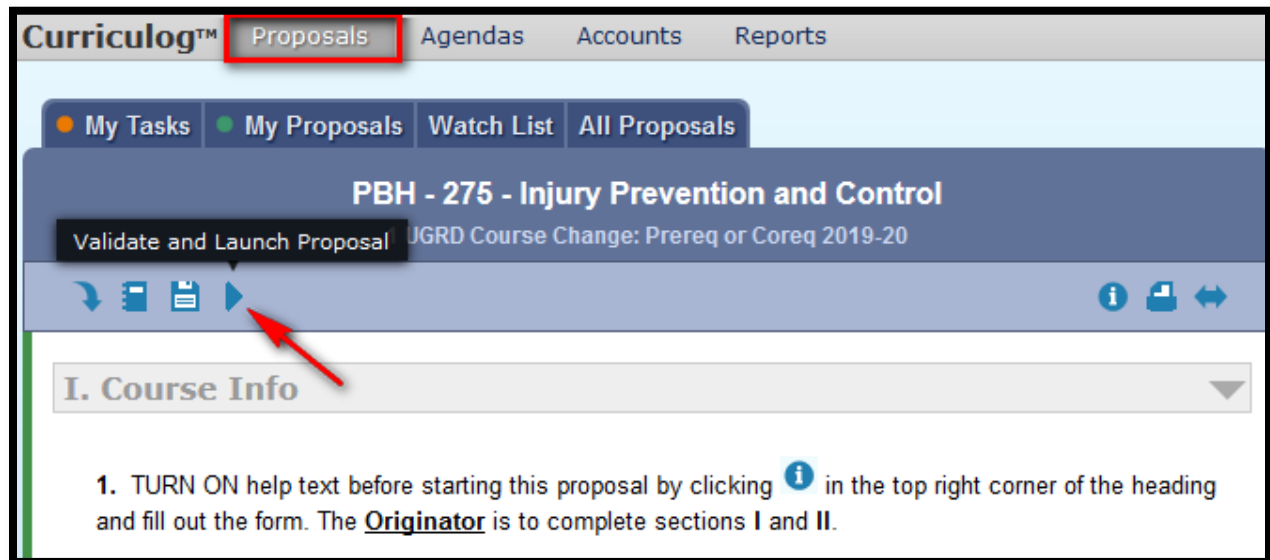
At this stage you are completing the form with CURRENT information. You will make changes later (in step 6)


Format

PBH 205, PBH 210.

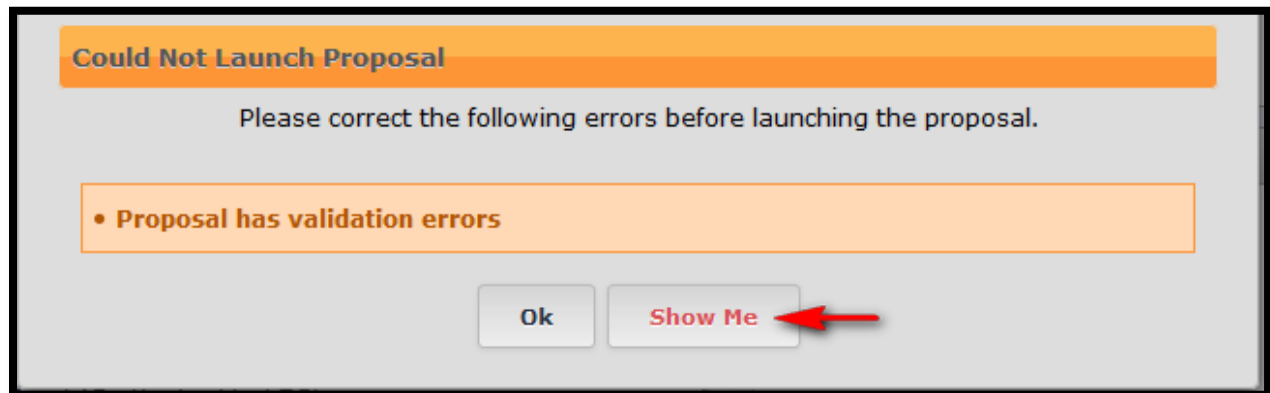
Corequisites

- v. Click the Save All Changes button and scroll to the top and Launch your proposal



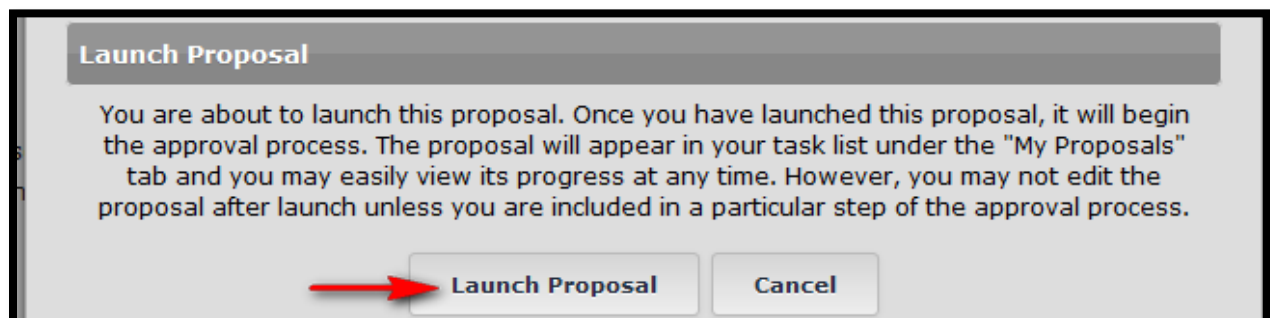
The screenshot shows the Curriculog web application. At the top, there are tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below these are sub-tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The main heading is 'PBH - 275 - Injury Prevention and Control'. Below the heading is a button labeled 'Validate and Launch Proposal'. A red arrow points to this button. Below the button is a section titled 'I. Course Info' with a dropdown arrow. Below this section is a list of instructions: '1. TURN ON help text before starting this proposal by clicking  in the top right corner of the heading and fill out the form. The Originator is to complete sections I and II.'

- vi. If Participants in the approval process (Department Chairs, Deans, etc) are missing you will receive an error
1. Contact curriculum@unlv.edu for that error
- vii. If you missed any of the required fields you will see a message telling you to correct the errors



The screenshot shows a dialog box titled 'Could Not Launch Proposal'. The text inside says 'Please correct the following errors before launching the proposal.' Below this is a list of errors: '• Proposal has validation errors'. At the bottom of the dialog box are two buttons: 'Ok' and 'Show Me'. A red arrow points to the 'Show Me' button.

1. Click show me to highlight the errors
- viii. Correct the errors, click save and then you can re-launch your proposal



The screenshot shows a dialog box titled 'Launch Proposal'. The text inside says: '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.' At the bottom of the dialog box are two buttons: 'Launch Proposal' and 'Cancel'. A red arrow points to the 'Launch Proposal' button.

- When your proposal has been launched go back and make the changes to the prerequisites directly into the field in question 4

II. Course Changes and Additional Info

4. Fill in section with **current course data only** at this stage. Any existing prerequisites and corequisites should have auto-populated when data was imported on Step 2. Leave requisites blank if there are none. For accuracy you may reference [MyUNLV](#) to check current course info.

*It is imperative that you do **DO NOT** make proposed changes to course information before launching proposal (step 7) so that we can track new changes.*

You may leave the additional info section blank if you do not know the answers.

Requisite Change

All 300 & 400 level courses must have appropriate prerequisites. Approval by course instructor is not considered a meaningful prereq.

Prerequisites

B **I** **U** x_2 x^2 I_x

Normal

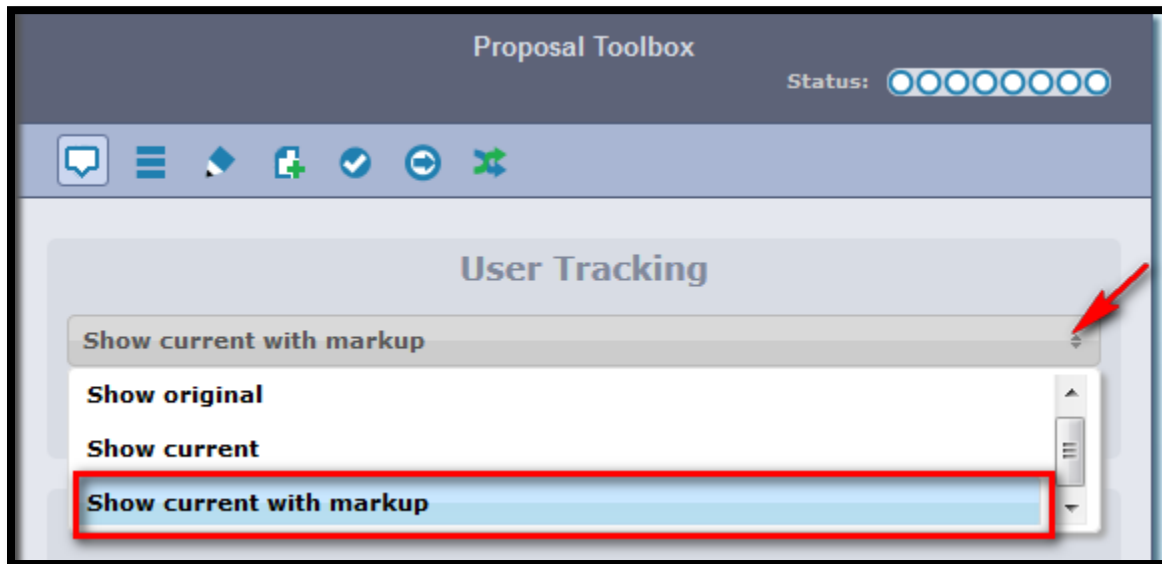
PBH 205, PBH 210.

If you are adding or removing pre or corequisites do so directly in the appropriate box and click save

Save Cancel

A. Save after you've made your changes

- B. This allows Curriculog to track the changes so they can be seen by other approvers
- Once you save your changes if you scroll back to the Proposal Toolbox and change the user tracking to say “Show Current with Mark Up” you can see all of the changes you made



Requisite Change

All 300 & 400 level courses must have appropriate prerequisites. Approval by course instructor is not considered a meaningful prereq.

Prerequisites

PBH 205, PBH 210.

Launching your proposal with the current information and making the changes later allows Curriculog to track all changes. This allows other users to see what you have done

5. The first step in the approval process will be the originator (you)
 - A. Click the Decision icon in the Proposal Toolbox

The screenshot shows the Curriculog web application. The top navigation bar includes 'Curriculog™', 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user is logged in as 'Chelsea Peoples'. The main content area is titled 'PBH - 275 - Injury Prevention and Control' and shows a '1 UGRD Course Change: Prereq or Coreq 2019-20'. The 'Proposal Toolbox' on the right has a 'Decisions' icon highlighted with a red arrow. The main area shows course information and a justification for the course change.

- B. Select your decision and make any comments

The screenshot shows the 'Your Decision' form in the Curriculog web application. The form asks 'What would you like to do with this proposal?' with radio buttons for 'Approve' and 'Reject'. A red arrow points to the 'Approve' button. Below the question is a text area for comments, with a yellow box containing the text 'comments go here'. At the bottom is a 'Make My Decision' button, also highlighted with a red arrow.

- i. Click Make My Decision to move the proposal to the next step

- ii. Once the proposal moves to the next step you can check the status by clicking on the status icon in the Proposal Toolbox

The screenshot displays the 'Proposal Toolbox' interface. At the top, a 'Status' dropdown menu is highlighted with a red arrow. To its right, a progress bar shows the current status of the proposal. Below the toolbox, the 'Proposal History' section lists various steps and their statuses:

Step	Status
Originator	Approved
Participants	REG Curriculum 7/31/2018 10:01 AM
Activity	Required for Approval: 100% required Date Completed: 7/31/2018 10:01 AM Changes: Yes Comments: No
Technical Review	Working
Participants	Registrar Curriculum Team REG Curriculum * Rosemary Le *
Activity	Required for Approval: 100% required Time Spent: 3 hours Changes: No Comments: No Agenda: Yes * Agenda Administrator
Department Committee	Incomplete
Department Chair	Incomplete
School/College Committee	Incomplete
Associate Dean of Undergraduate Programs/ College Dean	Incomplete