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

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

1. TURN ON help text before starting this proposal by clicking "on" 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

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.

- Import directly from the catalog to maintain accuracy and save time.
- Please review the information 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

iv. The available data will automatically fill in on your form
v. You may have to click the i 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*: School of Community Health Sciences
- Prefix*: PBH
- Number*: 275
- Long Course Name*: Injury Prevention and Control
- Number of Credits*: 3

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.
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.

It is imperative that you do **DO NOT** make proposed changes to course information before launching proposal (step 1) 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.

At this stage you are completing the form with CURRENT information. You will make changes later (in step 6)
v. Click the Save All Changes button and scroll to the top and Launch your proposal

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

1. Click show me to highlight the errors
viii. Correct the errors, click save and then you can re-launch your proposal
4. When your proposal has been launched go back and make the changes to the prerequisites directly into the field in question 4.

A. Save after you’ve made your changes.
B. This allows Curriculog to track the changes so they can be seen by other approvers

   i. 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.

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
   B. Select your decision and make any comments
      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.