Delete Narrative Creation

A Delete Narrative Form is to delete an entire catalog narrative page (for example, dissolution of a department requires a page in the catalog to be deleted).

Jump to:

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1) Information needed for Delete Narrative Form

   a) **Required for Delete Narratives**

      i) Catalog Type (Undergraduate or Graduate OR Undergraduate and Graduate)

      ii) College

      iii) Academic Unit

      iv) "Submitted By" (Must have faculty status)

      v) Catalog Section Title

      vi) Narrative Information

      vii) Additional Supporting Information

2) Creating a Delete Narrative in Workflow

   a) **Open Delete Narrative Form**

      i) Login to the Curriculum Strategy from Ursa > Employee > Employee Tools

      ii) Open "Curriculum Management" and then open the Delete Narrative Form

⌂ HOME	☑ New Course Form
	☑ Deactivate Course Form
🗁 CURRICULUM MANAGEMENT	☑ Revised Program Form
	☑ New Narrative Form
	☑ Delete Narrative Form
	☑ Unit Reorganization Form

☑ Revised Course Form
☑ Variable Title Course Form
☑ Deactivate Program Form
☑ Modify Narrative Form
☑ Faculty Form
☑ Pause Admissions Request Form

Year [2022-2023 ⌄]

b) Fill Out Delete Narrative Form

    i)   Fill out all required fields (*Required*). See above for field information. *Note: You will be able to save the form as a draft anytime and come back later. Required fields will need to be complete prior to submission.*

    ii)   Click "Save" in the upper left corner.

> Workflow State: Unsubmitted
>
> Print this form
>
> [Save]
>
> There are 0 versions of this proposal

DELETE NARRATIVE FORM

Instructions
This form is to remove a Narrative entry in its entirety.
- Delete Narrative Help Sheet
- Curriculum Help - Office of the Registrar

    iii) Once form is saved it now will be marked as a Draft. You will now have options to Send for Review (i.e., submit for approval) or Remove Proposal (i.e., delete). *Note: Required fields are needed for either of these options (if deleting, it is recommended to fill in required fields with placeholder text as needed as a workaround).*

> Workflow State: Draft
>
> Print this form
>
> There are 1 versions of this proposal
>
> ⊘ Send for Review
>
> ⊘ Remove Proposal

c) Saving the Form and Returning to Complete Later

    i)   In order to continue making revisions and saving additional times, please Lock the form by clicking the "Lock" link in the gray box at the top of the form.

DELETE NARRATIVE FORM

> 🔒 The proposal is unlocked. You must lock the proposal to edit it or approve it. This will ensure that your changes are not overwritten by another user. You can still view the proposal while it is unlocked.
> Lock

    ii)   Once Locked (i.e., checked out to you), the Lock button turns Red and the Save button reappears as an option on the left. Other users will not be able to make updates to the form while it is locked by you unless you click "Unlock" the form.

> The proposal is unlocked. You must lock the proposal to edit it. This will ensure that your changes are not overwritten by another user. You can still view the proposal while it is unlocked.
>
> ⊘ LOCK
>
> Print this form
>
> [SAVE]
>
> The proposal is locked by you. Only you can edit this proposal until it is explicitly unlocked or submitted for review.
>
> ✓ UNLOCK

    i)   Finding your Draft in the Workflow

       (1) In the Curriculum Management system, you will see purple tabs: Archived Proposals, My Items, and Curriculum Dashboard.

          (a) Archived: Completed proposals from current and previous curriculum cycles

          (b) Dashboard: ALL in-progress proposals on campus

          (c) My Items (must be logged in): Items you currently have access to

(2) Open the My Items tab. Make sure "Draft" is selected as the Workbox in the upper left of the page under the purple tabs.

	ARCHIVED PROPOSALS	MY ITEMS	CURRICULUM DASHBOARD
Workbox	Draft		

(3) Under the search/filter options will be the list of proposal(s) in your Drafts. *(Note: will be titled by the narrative name, but new items may have "Unnamed Item" until you fill in the narrative title on the form.)* Click the hyperlinked "Name" and you will be taken to the Draft form to complete.
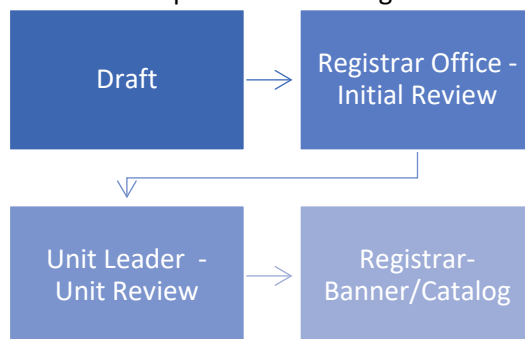
Type	Name	Modified Date	Modified By	Submitted By	Locked By
Delete Narrative Saved	Bookstore & Fanshop	8/16/2021	Kimberly Betz	Kimberly Betz	

b) **Add a Collaborator**
  i) If you have additional UNC faculty or staff that will assist or would like to review prior to submission, you may add others as a Collaborator to give them access to your form while it is in Draft.
    (1) Click Select Collaborator(s) at the top of the form. Choose individuals from the list. Please note the faculty/staff member needs to already have an active account in the Curriculum Workflow (signing in via Ursa the first time will automatically create an account).
    (2) View Curriculum Workflow Basics Help Sheet for more information on collaborating in workflow.

c) **Send for Review**
  i) After all necessary fields have been filled out, you can submit the form to the next stage by selecting "Send for Review" option in the upper left corner. Below is the process the form will need to complete before being deleted from the catalog:

Draft → Registrar Office - Initial Review → Unit Leader - Unit Review → Registrar- Banner/Catalog

  ii) *Note on Unit Leader Approval
    (1) For Narrative updates for **academic units** (for example, the School of Nursing or Department of English) will send to the unit leader (department chair or school director, for example) for approval based on department selected in drop-down menu.
    (2) For Narrative updates for **non-academic units** (for example, Financial Aid or Soar), select "Other-Institutional" in the Academic Unit drop-down menu. Unfortunately, this will not automatically send to those departments in the workflow. If the submission is made by a director, no additional approval will be required. If the submission is made by a staff or faculty member on behalf of a department, the curriculum staff in the Office of the Registrar will seek approval from the director by email. Alternatively, submitters may also upload email/documentation from their director approving the content updates.

d) Track Proposal
   i) Updates via Email (original submitters and collaborators)
      (1) In Progress – Update Emails
         (a) Submitters and Collaborator(s) will receive periodic emails letting them know what stage a proposal is in (see chart above).
   ii) Viewing in Curriculum Workflow (all users)
      (1) In Progress – Curriculum Dashboard
         (a) Search within the Curriculum Dashboard (will NOT appear in "My Items" or in "Archived Proposals" because it is not complete nor is it in your workbox anymore.
      (2) Approved – Archived Proposals (Catalog Year)
         (a) If proposal was approved, it will be listed as Approved in Archived Proposals under the relevant catalog year (defaults to current catalog being revised).

      (3) Denied – Archived Proposals (Denied Proposals)
         (a) If proposal was denied, it will be listed as Denied in Archived Proposals under the Denied Proposals option.

   iii) Review Catalog (all users)
      (1) After the delete narrative is approved, it will be removed from the catalog. Review Catalog links are available on the Registrar's office website.

2023-24 Catalogs Available

The 2023-2024 catalogs are now available online. Please select "Print Version" in each catalog if you wish to order a bound copy or download the PDF version.

2023-24 UNDERGRADUATE CATALOG   2023-24 GRADUATE CATALOG

2024-25 Review Catalogs Available

The draft 2024-2025 catalogs are now available online. Approved changes are updated on an ongoing basis in the review catalogs.

2024-25 UNDERGRADUATE REVIEW CATALOG   2024-25 GRADUATE REVIEW CATALOG