UNC
UNIVERSITY OF NORTHERN COLORADO
Office of the Registrar

Pause/Reactivate Admissions

When pausing a program or reactivating a paused program, a Pause/Reactivate Admissions Form is needed.

Temporary admission pauses constitute a major change and must be fully approved through the Provost step before they can go into effect. HLC Notification is required for pauses lasting more than one semester (this will be managed by the Office of the Provost when you submit the form). For even one semester, a note must be placed in the catalog about the pause.

Once a program pause has been approved, a Pause/Reactivate Admissions Form will need to be re-submitted to re-open admissions when the program is ready. If the program is going to be permanently closed, a Program Deactivation Form will need to be used instead.

Pause and reactivated programs can be done in Fall/Spring/Summer terms.

Related help sheets: Workflow Basics

Jump to:

1) Program Information Needed
2) Pause/Reactivate Admissions in Workflow

1) Information needed for Pause/Reactivate Admissions Form

a) Proposal Information

i) Program Type
ii) Catalog Type
iii) College
iv) Academic Unit
v) Pause Admissions
  (1) Yes
    (a) Requested Term
    (b) Requested Year
vi) Reactivate Admissions
  (1) Yes
    (a) Reactivation Term
    (b) Reactivation Year
  (2) No
vii) Rationale for Change

(1) the reasons for the pause (time to make significant revisions, rebalancing advising loads, etc.)
(2) the specific date by which you expect to reactivate admissions, or the criteria you will use to decide when to reactivate admissions.

viii) HLC Notification (Select Yes if pause is expected to be more than one semester)
(1) Yes
(2) No

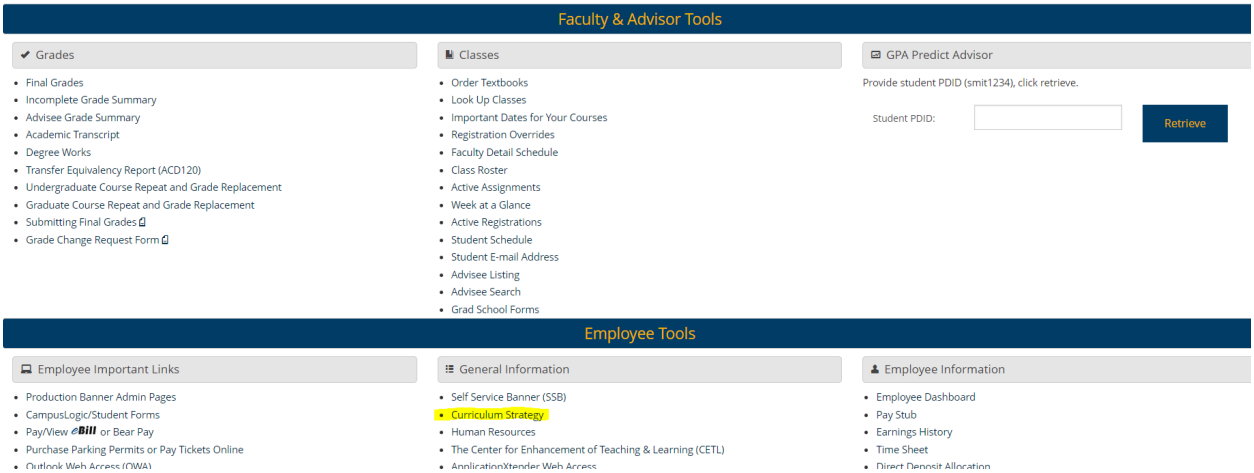
b) Impact of Change

i) Internal Impact of Statement
(1) Please note effects on course rotations, teaching workloads, etc.

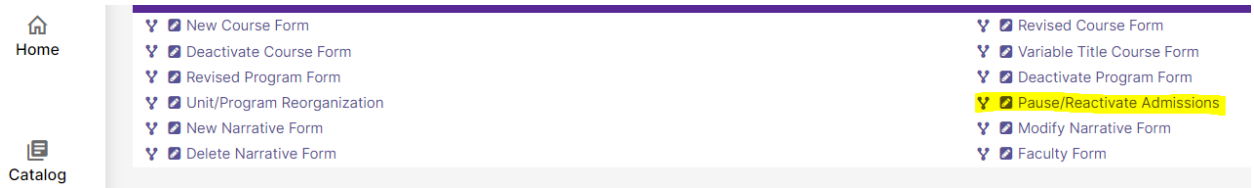
2) Completing Pause/Reactivate Form in Workflow

a) Open Pause/Reactivate Form

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



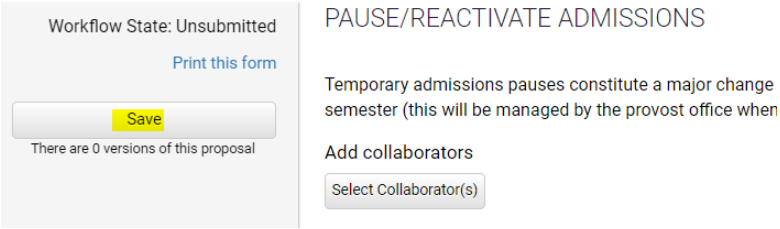
ii) Open "Curriculum Management" and then open the Pause/Reactivate Admissions form



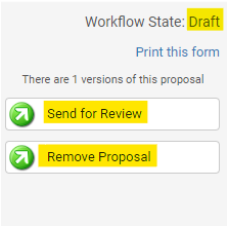
b) Filling out Pause/Reactivate Admissions Form

i) Fill out all required fields (marked with a red "Required" tag). Note: *You will be able to save the form as a draft anytime and come back later. Required fields will need to be completed prior to submission.*

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

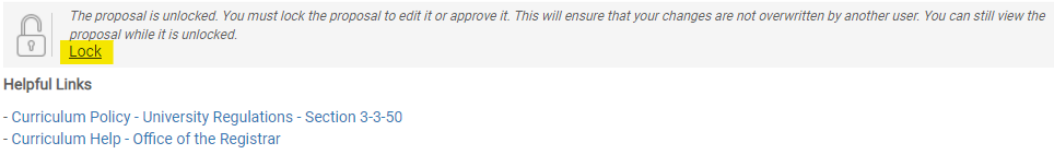


iii) Once the form is saved it will be marked as a Draft. You will now have options to Send for Review (i.e., submit for approval) or Remove Proposal (i.e., delete). Note: *Required fields are needed for <u>either</u> of these options (if deleting, it is recommended to fill in required fields with placeholder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

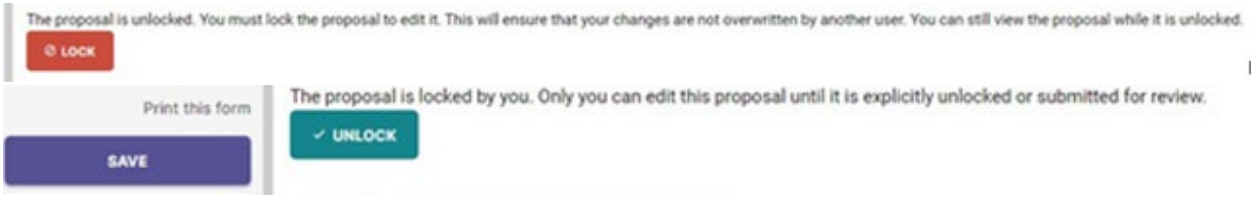


c) Saving the Form and Returning to Complete Later

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.



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.

3) 

a) Finding your Draft in the Workflow

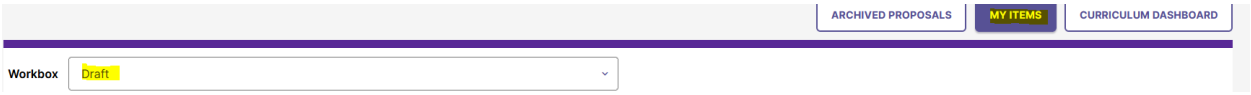
i) In the Curriculum Management system, you will see tabs: Archived Proposals, My Items, and Curriculum Dashboard.

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

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

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

ii) Open the My items tab. Make sure "Draft" is selected as the Workbox on the left of the page.



iii) Under the search/filter options will be the list of proposal(s) in your Drafts. (Note: *will be titled by the program name, but <u>new</u> items may have "unnamed item" until you fill in the title on the form*.) Click the hyperlinked "Name" and you will be taken to the Draft from to complete.

Type	Name	Modified Date	Modified By	Submitted By
Pause Admissions Request Saved	Accounting MAcc	5/18/2023	Catalog Help	Catalog Help

b) Add a Collaborator

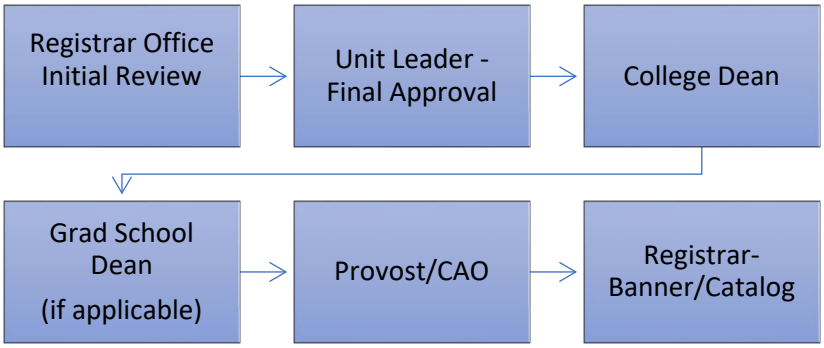
i) If you have additional UNC faculty or staff that will assist you or would like to review prior to submission, you may add others as a Collaborator to give them access to your form while it is in Draft.

(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 Curriculum Strategy (signing in via URSA the first time will automatically create an account).

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 paused and/or reactivated in Banner and catalog:

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).

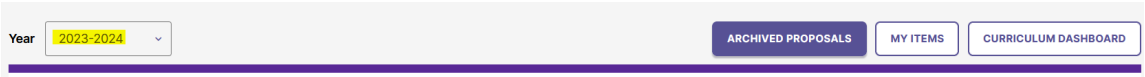
ii) Viewing in Curriculum Workflow (all users)

(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).

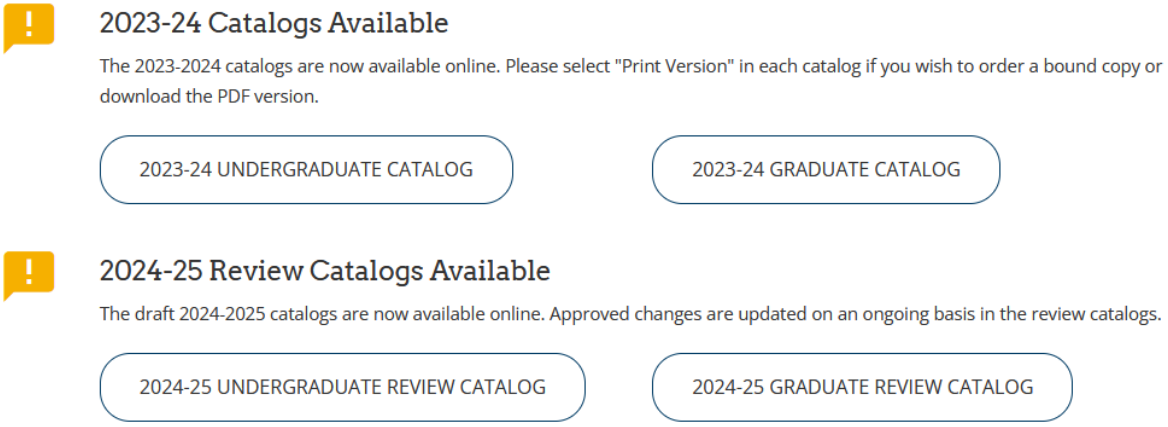
(2) Approved—Archived Proposals (Catalog Year)

(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 the 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 Proposal is approved, you will be able to view the changes in the Review Catalog. Review Catalog links are available on the Registrar's office website.