Narrative Form Instructions

Text in **RED** indicates a **REQUIRED** field.

Step	Step Name	Instructions
1	**Type of Request**	
	New	Adding new narrative section to the catalog
	Deactivate/Delete	Removing narrative section(s) from the catalog
	Modify	Making revisions to the narrative sections of the catalog
2	**Catalog Type**	
	Graduate	Narrative will only be located in the Graduate Catalog
	Undergraduate	Narrative will only be located in the Undergraduate Catalog
	Both	Narrative will be located in both the Grad and Undergrad Catalogs
3	**Catalog Selection**	Select the section
	General Information	
	College	
	Graduate School	
	School	
	Welcome	
4	**Division/School**	Insert the school that is submitting the curriculum change (e.g. School of Music)
5	**Submitted By**	Name of Instructor/Professor submitting the curriculum form
6	**Date**	Select date of submission
7	**Proofing Request**	Select if you would like to receive an email confirmation of your requested changes for catalog proofing ***(highly recommended)***
8	**Email**	Enter the email of the individual that the catalog proof should be sent to
9	**Title**	Title of the narrative section that will be entered into the Catalog
10	**Narrative Information**	Type narrative information as it should appear in the catalog. You may either type the information here or attach a separate document within the document. Pleae insert catalog pages as the the exact location of where the information should reside and/or what information it is replacing.

Faculty Form Instructions

Text in **RED** indicates a **REQUIRED** field.

Step	Step Name	Instructions
1	**Type of Request**	
	New	Adding a new faculty member to the catalog
	Deactivate/Delete	Removing a faculty member from the catalog
	Modify	Make revisions to a faculty listing in the catalog
2	**Faculty Type**	Select the type
	UNC Faculty	
	Affiliate	
	Emerita	
	Emeritus	
	Administration	
3	**College**	Select the college that is submitting the faculty change
	College of Education & Behavioral Sciences	
	College of Humanities & Social Sciences	
	Kenneth W. Monfort College of Business	
	College of Natural & Health Sciences	
	College of Performing & Visual Arts	
	Graduate School	
	University College	
	University Libraries	
4	**Division/School**	Insert the school that is submitting the curriculum change (e.g., School of Music)
5	**Submitted By**	Name of Instructor/Professor submitting the curriculum form
6	**Date**	Select date of submission
7	**Proofing Request**	Select if you would like to receive an email confirmation of your requested changes for catalog proofing ***(highly recommended)***
8	**Email**	Enter the email of the individual that the catalog proof should be sent to
9	**Name**	Name of the Faculty member
10	**Highest Degree**	Enter the highest degree earned by the faculty member (e.g., Ph.D.)
11	**Title**	Enter the title of the faculty member (e.g., Associate Professor of History)
12	**Education Information**	Please be specific, e.g., *B.A., Willamette University; M.S., Texas A&M University; Ph.D., University of Nevada-Reno*
13	**All Locations in Catalog**	List all areas of the catalog that the faculty member will reside in (e.g., program contact listing, school listings, faculty listings, etc.). Attach a catalog page as necessary.