

Modify Narrative Creation

A Modify Narrative Form is used to revise any existing page(s) or narrative text in the catalog.

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- 1) [Information needed](#)
- 2) [Create modify narrative in workflow](#)

1) Information needed for Modify Narrative Form

a) Required for Modify Narratives

- | | |
|---|---|
| <ol style="list-style-type: none"> i) Catalog Type (Undergraduate or Graduate OR Undergraduate and Graduate) ii) College iii) Department/School/Program iv) "Submitted By" (Must have faculty status) | <ol style="list-style-type: none"> v) Catalog Section Title vi) Narrative Information vii) Additional Supporting Information |
|---|---|

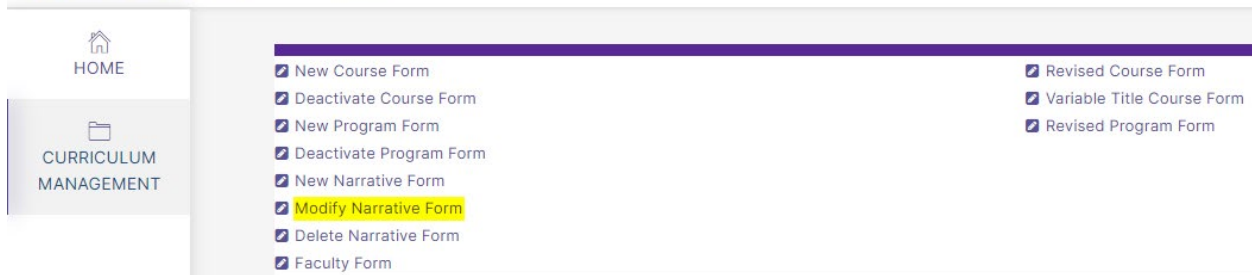
2) Creating a Modify Narrative in Workflow

a) Open Modify Narrative Form

- i) Login to the Curriculum Workflow from Ursa > Employee > Employee Tools

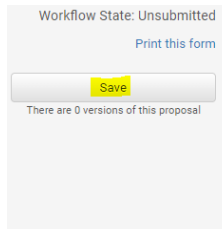
The screenshot shows the Ursa system interface. At the top, there are navigation tabs: My Account, Student, Financial, and Employee (highlighted in yellow). Below this is the 'Faculty & Advisor Tools' section, which contains three main categories: Grades, Classes, and GPA Predict Advisor. The 'Classes' category is expanded, showing a list of tools including 'Curriculum Workflow', which is highlighted in yellow. Below the 'Faculty & Advisor Tools' section is the 'Employee Tools' section, which contains three main categories: Employee Important Links, General Information, and Employee Information. The 'General Information' category is expanded, showing a list of tools including 'Curriculum Workflow', which is highlighted in yellow.

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



b) Fill Out Modify 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.



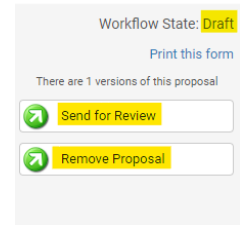
MODIFY NARRATIVE FORM

Narrative and Faculty Form Special Instructions

- **New Narrative Form:** create *new* sections of Narrative text that would exist on their own page of the catalog (i.e., a new department is formed and needs a new entry in the college section of the catalog).
- **Delete Narrative Form:** remove a Narrative entry in its entirety.
- **Modify Narrative Form:** revise existing Narrative pages (this is most commonly used).
- **Faculty Form:** make change to the faculty listing in the back of the catalog (note the “section” of the catalog is listed by Department or School; **UNC Faculty**).

[Curriculum Help - Office of the Registrar](#)

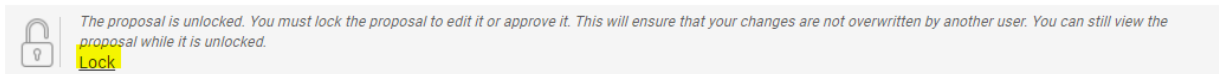
- iii) Once form is saved it now will be marked as a Draft. You will now have options to Send for Review (i.e., submit for approval) or Remove Proposal (i.e., delete). *Note: Required fields are needed for either of these options (if deleting, it is recommended to fill in required fields with placeholder text as needed as a workaround until the ability to delete the form without filling out required fields is available).*



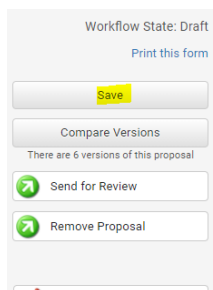
c) Saving the Form and Returning to Complete Later

- 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.

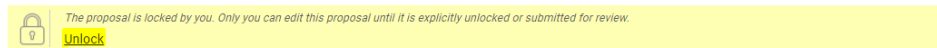
MODIFY NARRATIVE FORM



- ii) Once Locked (i.e., checked out to you), the gray box turns yellow 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.”



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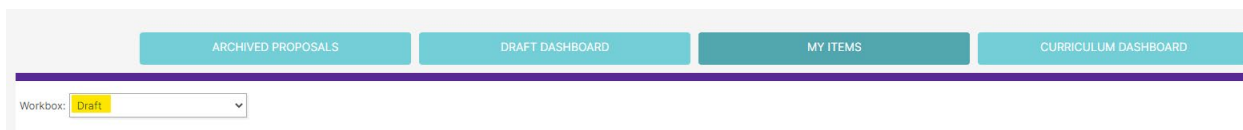
[Curriculum Help - Office of the Registrar](#)

iii) Finding your Draft in the Workflow

(1) In the Curriculum Management system, you will see teal 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 teal tabs.



(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
Modify Narrative Saved	Mission Statement	8/10/2021	Kimberly Betz	Kimberly Betz	

d) Add a Collaborator

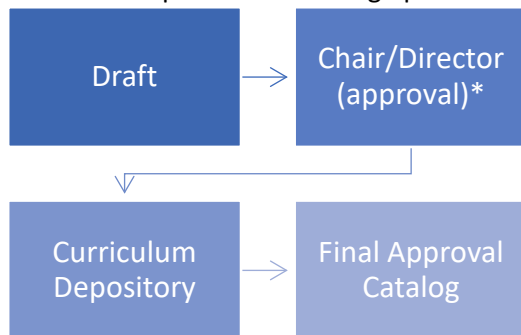
i) If you have additional UNC faculty or staff that will assist or would like to review prior to submission, you may add others as a Collaborator to give them access to your form while it is in Draft.

(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.

e) 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 updated in the catalog:



ii) *Note on Chair/Director 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 department 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.

f) 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).

Year

ARCHIVED PROPOSALS

2021-2022



- (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.

Year

ARCHIVED PROPOSALS

Denied Proposals



- iii) Review Catalog (all users)

- (1) After the Modify Narrative is approved, you will be able to view it in the Review Catalog. Review Catalog links are available on the [Registrar’s office website](#).

Curriculum



2021-22 Catalogs Available

The completed 2021-2022 catalogs are now available online (for PDF and printed copies, select "Print Version" in each catalog).

[2021-22 UNDERGRADUATE CATALOG](#)

[2021-22 GRADUATE CATALOG](#)

2022-23 Review Catalogs Available

The draft 2022-2023 catalogs are now available online. Approved curriculum changes are updated on an ongoing basis in the review catalogs.

[2022-23 UNDERGRADUATE REVIEW CATALOG](#)

[2022-23 GRADUATE REVIEW CATALOG](#)