

New Course Creation

A New Course Form is required when proposing a new course for inclusion in the catalog.

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- 3) [Add new course to program requirements](#)

1) Information needed for New Course Form

- a) **Required for New Courses** (see [Appendix A – Course Form Definitions](#) for more information on individual fields):

<ol style="list-style-type: none"> i) Change Type (Major or Minor) *Note: New courses are always a “Major” change. ii) Catalog (Undergraduate or Graduate) iii) College iv) Department/School/Program v) “Submitted By” (Faculty member proposing course – may be different than person creating/submitting form) vi) Term and Year (Usually Fall of the upcoming year, New Courses may be added for Spring/Summer but should be approved by Spring Supplemental Deadline) vii) Changes Requested and Rationale viii) Internal Impact Statement 	<ol style="list-style-type: none"> ix) Areas/programs of the catalog course will reside x) External Impact Statement (Yes/No) xi) Course Title xii) Course Prefix xiii) Course Number xiv) Has this course number been used in the past 10 years? xv) Credit Hours xvi) Workload xvii) Course Description xviii) Course Syllabus xix) Course Codes (Division, Department, CIP, Taxonomy) xx) Course Fee (Yes/No) xxi) Grading Type xxii) Schedule Type and Contact Hours Ratio
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- b) **Optional for New Courses, if applicable** (see [Appendix A – Course Form Definitions](#) for more information on individual fields):

<ol style="list-style-type: none"> i) Equivalent to another course ii) Mutually Exclusive with another course iii) Repeatable 	<ol style="list-style-type: none"> iv) Prerequisites and Concurrent Prerequisites v) Special Notes vi) Corequisites
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- vii) Course Attributes
- viii) Registration Restrictions (degree program, major, student level, student class, degree type, campus)

- ix) Professional Education Council Review (Yes/No)
- x) Liberal Arts Council Review (Yes/No)

2) Creating a New Course in Workflow

a) Open New Course Form

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

The screenshot shows the Ursa system interface. At the top, there are tabs for 'My Account', 'Student', 'Financial', and 'Employee'. The 'Employee' tab is active. Below this is a 'Faculty & Advisor Tools' section with three main categories: 'Grades', 'Classes', and 'GPA Predict Advisor'. The 'Classes' category is expanded, showing a list of options including 'Order Textbooks', 'Lock Up Classes - by Course', 'Important Dates for Your Courses', 'Registration Overrides', 'Class Schedule', 'Class Roster', 'Active Assignments', 'Week at a Glance', 'Active Registrations', 'Student Schedule', 'Student E-mail Address', 'Advisee Listing', 'Advisee Search', 'Advisee PIN List (Excel)', and 'Grad School Forms'. Below this is an 'Employee Tools' section with three main categories: 'Employee Important Links', 'General Information', and 'Employee Information'. The 'General Information' category is expanded, and 'Curriculum Workflow' is highlighted in yellow. Other options in 'General Information' include 'Self Service Banner (SSB)', 'Human Resources', 'The Center for Enhancement of Teaching & Learning (CETL)', and 'Application/XTender Web Access'.

- ii) Open “Curriculum Management” and then open the New Course Form

The screenshot shows the SmartCatalog by Watermark™ interface. On the left, there is a navigation menu with 'HOME' and 'CURRICULUM MANAGEMENT'. The 'CURRICULUM MANAGEMENT' menu is open, showing a list of options: 'New Course Form', 'Deactivate Course Form', 'New Program Form', 'Deactivate Program Form', 'New Narrative Form', 'Modify Narrative Form', 'Delete Narrative Form', and 'Faculty Form'. The 'New Course Form' option is highlighted in yellow. On the right side of the menu, there are three additional options: 'Revised Course Form', 'Variable Title Course Form', and 'Revised Program Form'.

b) Fill Out New Course 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.

The screenshot shows the 'NEW COURSE FORM' workflow state. It displays 'Workflow State: Unsubmitted' and a 'Print this form' link. Below this is a 'Save' button and the text 'There are 0 versions of this proposal'.

NEW COURSE FORM

Helpful Links

- Curriculum Policy - University Regulations - Section 3-3-50
- Curriculum Help - Office of the Registrar

- iii) Once form is saved it will be marked as a Draft. You will now see 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).*

c) Saving the Form and Returning to Complete Later

- i) You will notice that “Save” is no longer an option after the initial Save selection. In order to continue making revisions and to Save additional times, please Lock the form by clicking the “Lock” link in the gray box at the top of the form.

NEW COURSE FORM

Helpful Links

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- 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.”

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 course name, but new items may have “Unnamed Item” until you fill in the course title on the form.)* Click the hyperlinked “Name” and you will be taken to the Draft form to complete.

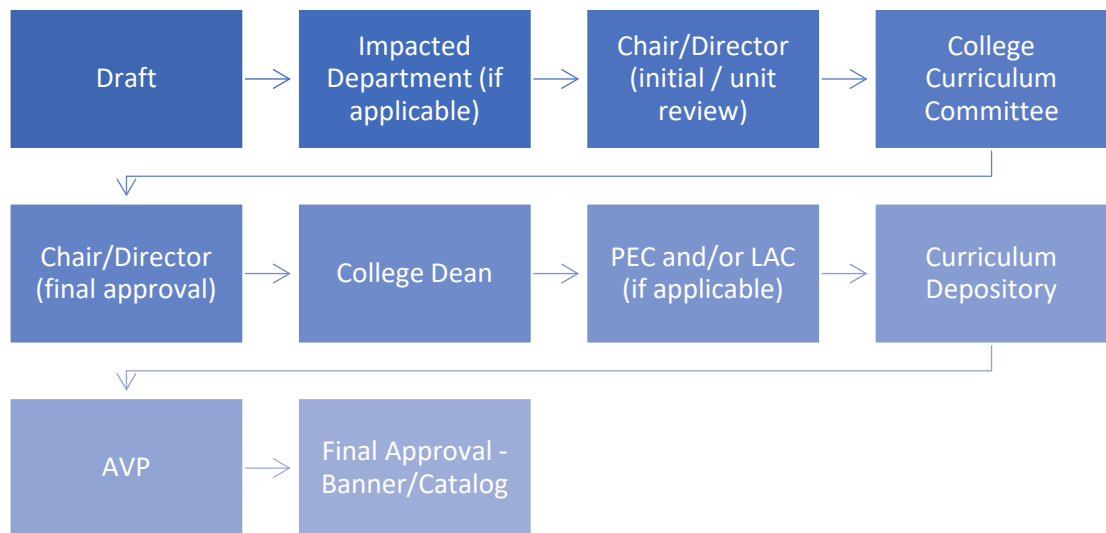
Type	Name	Modified Date	Modified By	Submitted By	Locked By
New Course Saved	Unnamed Item 06/28/2021 10:54:12 AM ET	6/28/2021	Meagan Crews	Meagan Crews	

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 created in Banner and added to the catalog:



f) Track Proposal

- i) Updates via Email (original submitters and collaborators)
 - (1) In Progress – Update Emails
 - (a) Submitters and Collaborator(s) will receive 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 New Course 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.

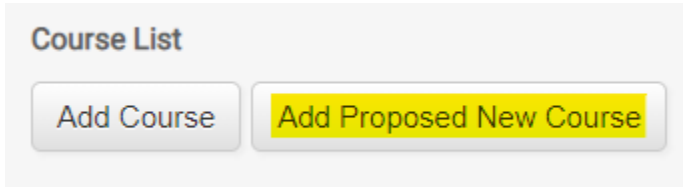
2022-23 UNDERGRADUATE REVIEW CATALOG

2022-23 GRADUATE REVIEW CATALOG

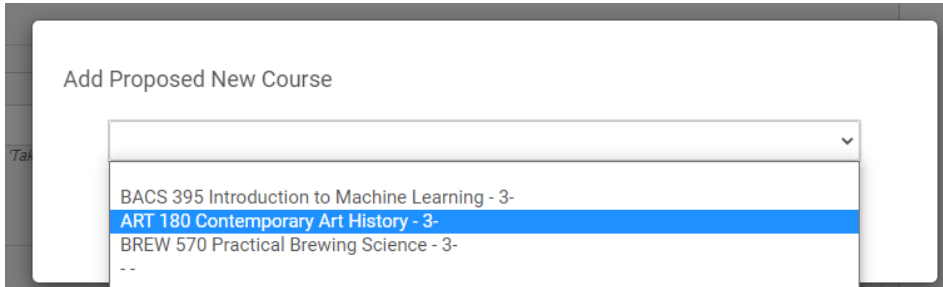
3) Common Scenario: Add a New Course to Program Requirements

- a) As soon as the New Course form has been submitted (i.e., no longer in the "Draft" stage), the New Course can be added to any program (major, minor, certificate, etc.) as an elective or required course using a Revised Program form (existing programs) or New Program form (brand new programs). Each program impacted will need a form submitted to add the new course.

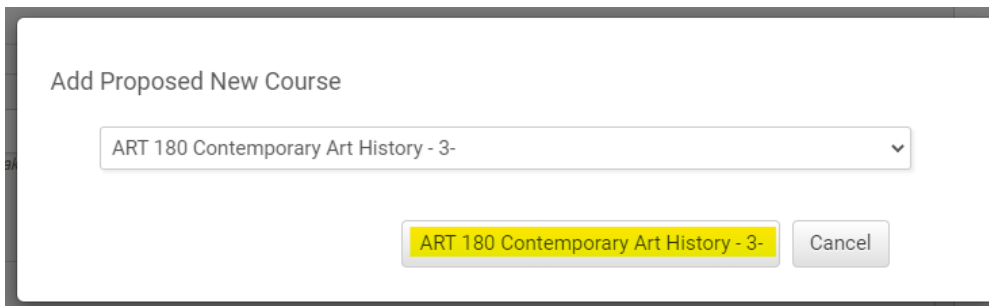
- b) To add a New Course that has not been approved yet, in the program list of the form, select the option “Add Proposed New Course” button.



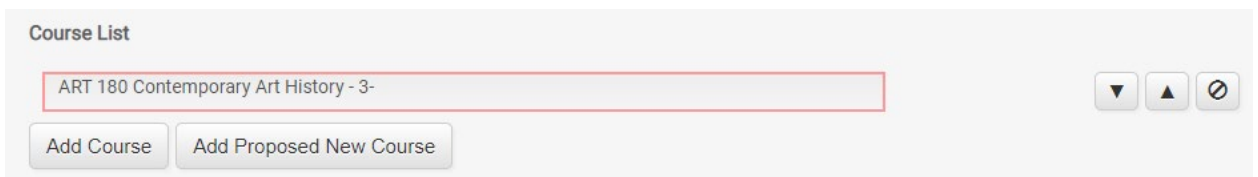
- c) Choose the new course from the drop down (note this list sometimes takes several seconds to load).



- d) Click the button with the course title to choose it.



- e) Course will be added to the bottom of the course list and will appear with a red border to indicate to reviewers the course is not yet approved. The red border will disappear when course is officially approved. The program change will not be fully approved until all new course(s) are also approved. In the event the new course is rejected, the program revision will be denied (if that is the only update requested) or processed without that revision if other changes are being made.



Related help sheets: [Workflow Basics](#); [Course Form Definitions](#); [Program Revisions](#) (required when adding a course as elective or required course in a program); [Variable Title Courses](#); [Experimental Courses](#).