

New Narrative Creation

A New Narrative Form is required when creating 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)

Jump to:

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

1) Information needed for New Narrative Form

a) Required for New Narratives

- | | |
|--|---|
| <ol style="list-style-type: none"> i) Catalog (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 New Narrative in Workflow

a) Open New 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 four navigation tabs: My Account, Student, Financial, and Employee. Below these is a dark blue header for 'Faculty & Advisor Tools'. Under this header, there are three main sections: 'Grades', 'Classes', and 'GPA Predict Advisor'. The 'Classes' section is expanded, showing a list of links including 'Curriculum Workflow' which is highlighted in yellow. Below the 'Faculty & Advisor Tools' section is another dark blue header for 'Employee Tools'. Under this header, there are three main sections: 'Employee Important Links', 'General Information', and 'Employee Information'. The 'General Information' section is expanded, showing a list of links including 'Curriculum Workflow' which is highlighted in yellow.

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

HOME

CURRICULUM
MANAGEMENT

- New Course Form
- Deactivate Course Form
- New Program Form
- Deactivate Program Form
- New Narrative Form**
- Modify Narrative Form
- Delete Narrative Form
- Faculty Form

- Revised Course Form
- Variable Title Course Form
- Revised Program Form

b) Fill Out New 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

NEW 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).*

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.

NEW 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 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.”

Workflow State: Draft
Print this form

Save

There are 1 versions of this proposal

Send for Review

Remove Proposal

NEW NARRATIVE FORM

The proposal is locked by you. Only you can edit this proposal until it is explicitly unlocked or submitted for review.

Unlock

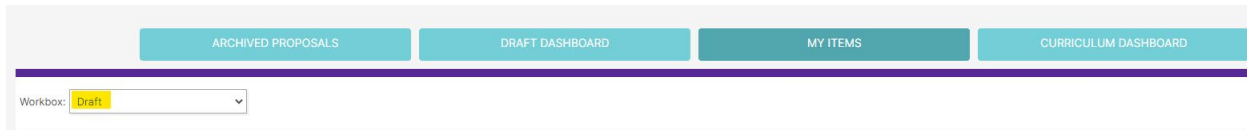
Narrative and Faculty Form Special Instructions

- **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) 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.

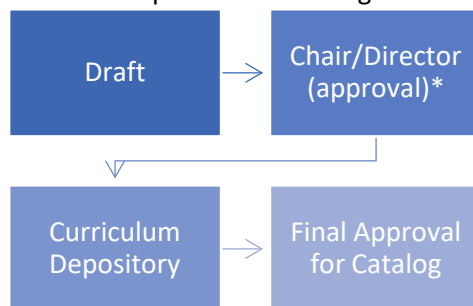
Type	Name	Modified Date	Modified By	Submitted By	Locked By
New Narrative Saved	Unnamed Item 08/11/2021 11:33:26 AM ET	8/11/2021	Kimberly Betz	Kimberly Betz	

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 added to 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).

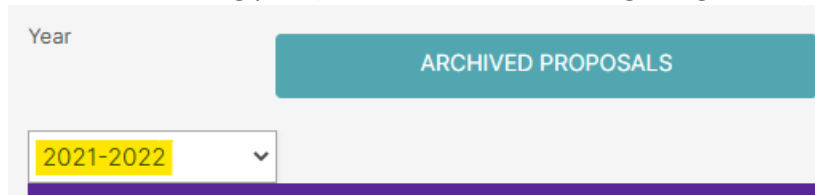
ii) Viewing in Curriculum Workflow (all users)

(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)

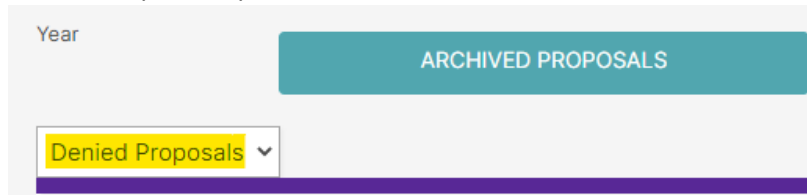
- (a) If proposal was approved, it will be listed as Approved in Archived Proposals under the relevant catalog year (defaults to current catalog being revised).



The screenshot shows a user interface for viewing archived proposals. At the top, there is a teal button labeled "ARCHIVED PROPOSALS". Below it, there is a "Year" label and a dropdown menu. The dropdown menu is currently set to "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.



The screenshot shows a user interface for viewing archived proposals. At the top, there is a teal button labeled "ARCHIVED PROPOSALS". Below it, there is a "Year" label and a dropdown menu. The dropdown menu is currently set to "Denied Proposals".

iii) Review Catalog (all users)

- (1) After the New 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](#)