

New Programs

When proposing a new program in the catalog (major, minor, certificate, etc.), a New Program Form is used to create the program in the catalog and gather final approval for the program details. **Submitters are strongly encouraged to discuss all new programs with their Dean (who will confer with the Provost's Office) prior to beginning or submitting a New Program Form in the curriculum workflow.**

Jump to:

- 1) [Program information needed](#)
- 2) [Create program in workflow](#)

1) Information needed for New Program Form

- a) **Required for New Program** (see [Appendix B – Program Form Definitions](#) for more information on individual fields):
 - i) Program Type
 - ii) Catalog (Undergraduate or Graduate)
 - iii) College
 - iv) Department/School/Program
 - v) "Submitted By" (Faculty member proposing program – may be different than person creating/submitted form)
 - vi) Term and Year (Usually Fall of the upcoming year, but New Programs may be added for Spring/Summer if approved by Spring Supplemental Deadline)
 - vii) Changes Requested and Rationale
 - viii) Internal Impact Statement
 - ix) External Impact Statement (Yes/No)
 - x) Professional Education Council Review (Yes/No)
- b) **Program Requirements**
 - i) This block (beginning with "Program Title," including "Program Requirements," and ending with "Program Notes" will need to be filled out and structured exactly how you wish the program to appear in the catalog. See the [Catalog Headings and Structuring a Program in Workflow help sheet](#) for additional detail.
 - ii) This is where the program itself will be created. Fields are:
 - (1) **Program Title:** Title of the program that will appear at the top of the catalog page, e.g. "Africana Studies B.A." or "CLD (Culturally and Linguistically Diverse) Education Core Graduate Certificate" – see the current catalogs for assistance with naming conventions or contact the Office of the Registrar curriculum staff.
 - (2) **Program Description:** Narrative text that will be listed under the heading and prior to the start of program requirements. For most degrees, this will include a description and

program requirements and/or recommendations, and sometimes Admission Requirements if needed – see the current catalogs for assistance with information that should be included or contact the Office of the Registrar curriculum staff.

- (3) **Program Requirements:** To begin adding requirements, click the “+ Add New Requirement (Primary)” button. It will begin providing sections to add new headings, narrative, course list(s) and notes. See the [Catalog Headings and Structuring a Program in Workflow help sheet](#) for additional detail.
- (4) **Program Notes:** These notes (optional) will be published at the bottom of the program entry, underneath any requirements listed.

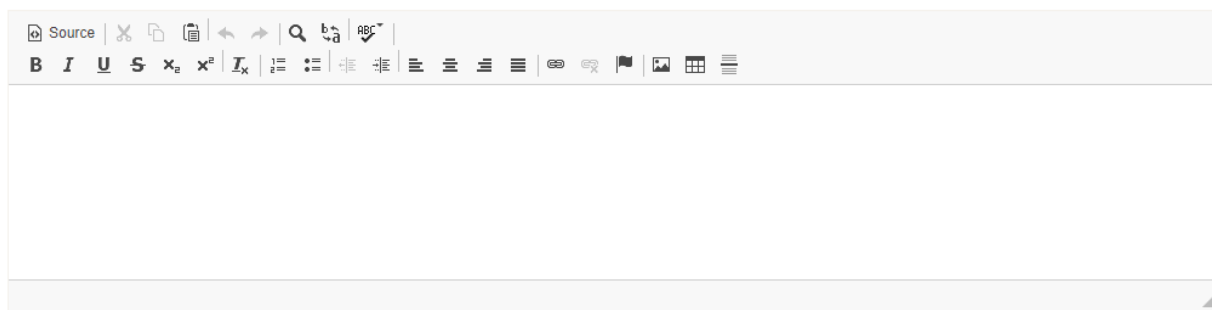
PROGRAM REQUIREMENTS

Please format and include all elements that should appear in the catalog.

Program Title

**Required*

Program Description

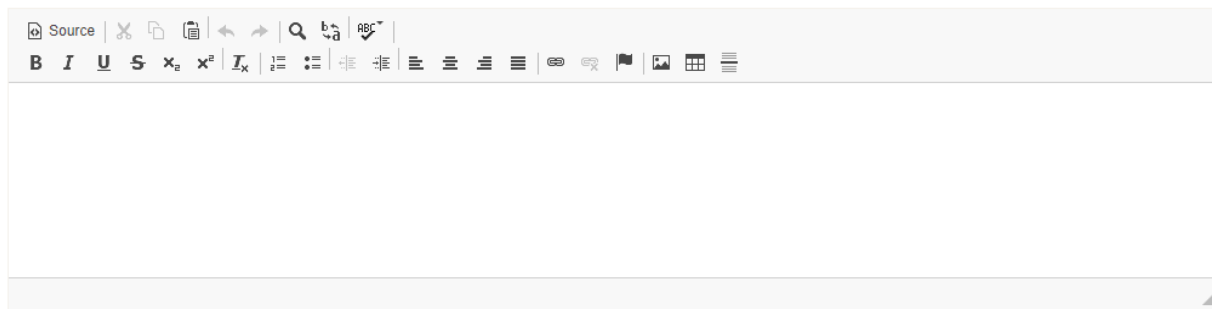


A rich text editor interface for the Program Description field. It features a toolbar with icons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, and Table of Contents. The main area is a large, empty text box with a scroll bar on the right side.

PROGRAM REQUIREMENTS

+ Add New Requirement (Primary)

Program Notes



A rich text editor interface for the Program Notes field. It features a toolbar with icons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, and Table of Contents. The main area is a large, empty text box with a scroll bar on the right side.

- c) **Basic Program Information for New Programs, if applicable** (see [Appendix B – Program Form Definitions](#) for more information on individual fields):
 - i) Organization Code
 - ii) Department Code
 - iii) CIP Code
 - iv) Four Year Plan
 - v) Statewide Articulation Agreement/Transfer Guide changes

- d) **Program Admission Information if applicable** (see [Appendix B – Program Form Definitions](#) for more information on individual fields):
- i) Admission Standards beyond University Requirements (undergraduate programs)
 - ii) Campus
 - iii) Site (for Extended Campus programs)
 - iv) Admission Requirements (upload)
 - v) Program Start Term
 - vi) Term(s) applicants can apply for
 - vii) Admission Deadlines
 - viii) Coordinator
 - ix) Tuition
 - x) Program Credits

2) Creating a Program in Workflow

a) Open New Program Form

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

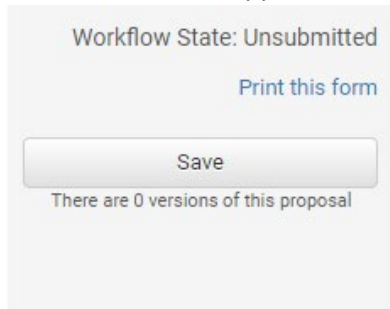
The screenshot shows the Ursa system navigation menu. At the top, there are four tabs: My Account, Student, Financial, and Employee. Below these is a section for Faculty & Advisor Tools, which includes links for Grades, Classes, and GPA Predict Advisor. The Classes link is highlighted. Below that is a section for Employee Tools, which includes links for Employee Important Links, General Information, and Employee Information. The Curriculum Workflow link is highlighted under General Information.

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

The screenshot shows the SmartCatalog by Watermark interface. On the left, there is a navigation menu with a HOME button and a CURRICULUM MANAGEMENT button. The CURRICULUM MANAGEMENT button is highlighted. On the right, there is a list of curriculum management options, including New Course Form, Deactivate Course Form, New Program Form (highlighted), Deactivate Program Form, New Narrative Form, Modify Narrative Form, Delete Narrative Form, Faculty Form, Revised Course Form, Variable Title Course Form, and Revised Program Form.

b) Fill Out New Program Form

- i) Fill out all required fields (marked with a red “Required” tag). 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.

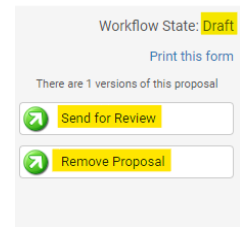


NEW PROGRAM FORM

Helpful Links

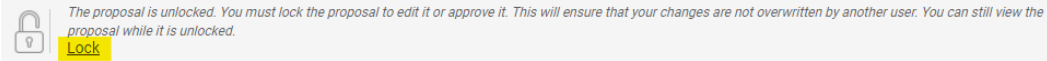
- Curriculum Policy - University Regulations - Section 3-3-50
- Academic Program Proposal Process
- Curriculum Help - Office of the Registrar

- 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).*

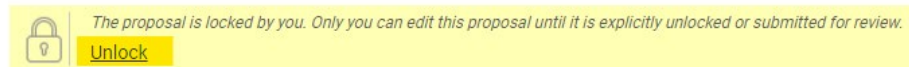
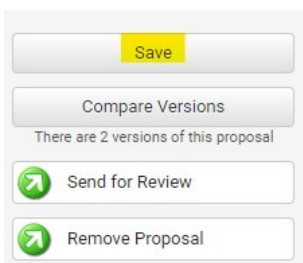


c) Saving the Form and Returning to Complete Later

- (1) 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.



- (2) 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 (admins users or if you add collaborators) will not be able to make updates to the form while it is locked by you until you click “Unlock.”



Helpful Links

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

Add collaborators

(3) Finding your Draft in the Workflow

- (a) In the Curriculum Management system, you will see teal tabs: Archived Proposals, My Items, and Curriculum Dashboard.
 - (i) Archived: Completed proposals from current and previous curriculum cycles
 - (ii) Dashboard: ALL in-progress proposals on campus
 - (iii) My Items (must be logged in): Items you currently have access to
- (b) Open the My Items tab. Make sure “Draft” is selected as the Workbox in the upper left of the page under the teal tabs.

ARCHIVED PROPOSALS
DRAFT DASHBOARD
MY ITEMS
CURRICULUM DASHBOARD

Workbox: Draft

(c) Under the search/filter options will be the list of proposal(s) in your Drafts. (Note: will be titled by the program name, but new programs may have “Unnamed Item” until you fill in the Program Title field on the form.) Click the hyperlinked “Name” and you will be taken to the Draft form to complete.

Type	Name	Modified Date	Modified By
New Program Saved	Unnamed item 07/29/2021 10:50:50 AM ET	7/29/2021	Meagan Crews

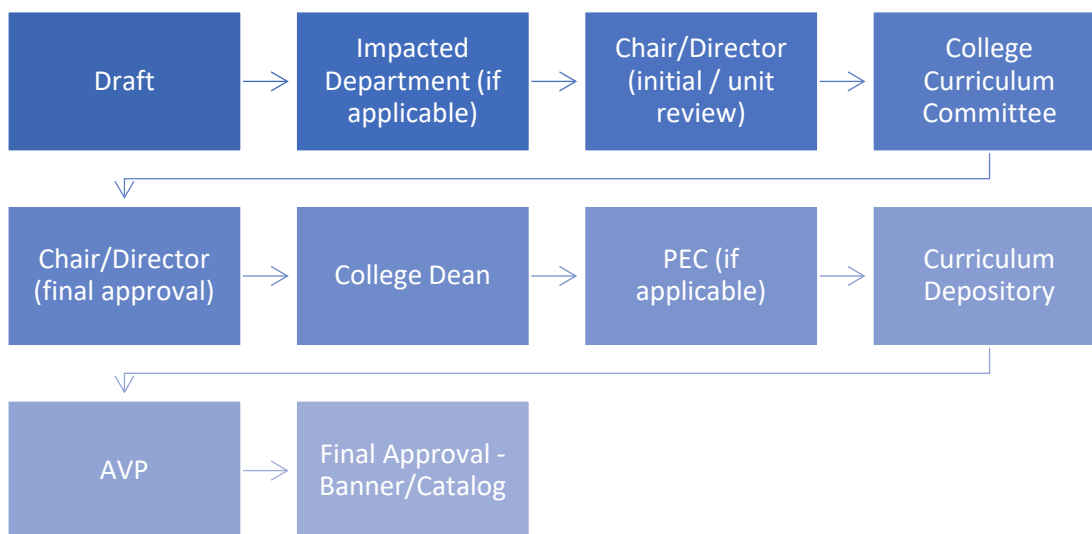
Type	Name	Modified Date	Modified By
New Program Saved	New Awesome Program B.A.	7/29/2021	Meagan Crews

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.

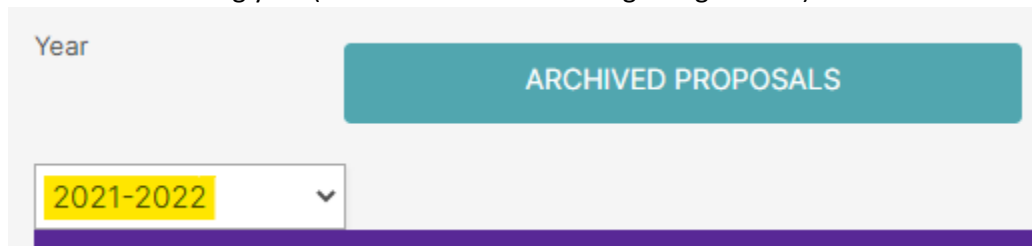
e) Send for Review

- 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:

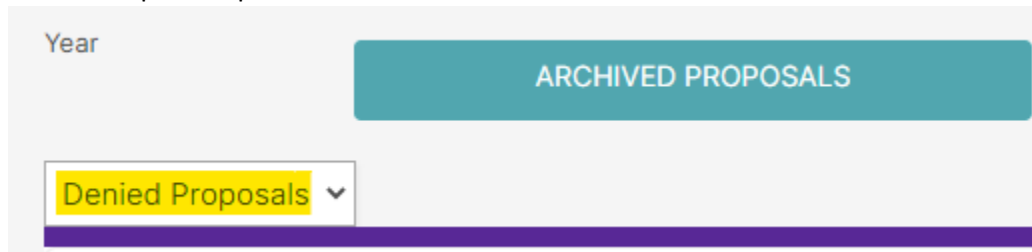


f) Track Proposal

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

