

Program Revisions

When making any update to a program (major, minor, certificate, etc.) in the catalog, a Revised Program Form is used to create changes and gather approval for those changes.

Jump to:

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

1) Information needed for Revised Program Form

- a) **Required for Revised 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 course – may be different than person creating/submitting form)
 - vi) Term and Year (Usually Fall of the upcoming year, only New Programs may be added for Spring/Summer but should be 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 be filled out with all current catalog information for the program including narrative, headings, courses, and notes.

PROGRAM REQUIREMENTS

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

Program Title

Africana Studies B.A.

PROGRAM REQUIREMENTS

Program Requirement
(Primary)
(i.e. 'Degree Requirements – 120 Credits')

Degree Requirements – 120 Credits

Program Notes

- ii) This is where changes to the program itself will be made (for example, adding a new class as an elective or revising the narrative). The program requirements section converts to the catalog formatting after approval and will replace the old catalog entry (please note that this means anything listed in this section will print in the catalog, so is not intended for notes or information for curriculum reviewers).
- iii) Please see the [help sheet on how to structure a program in the workflow](#).
- c) **Optional for Revised 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
 - vi) Change to Admission Standards

2) Revising a Program in Workflow

- a) **Open Revised Program Form**
 - i) Login to the Curriculum Workflow from Ursa > Employee > Employee Tools

My Account Student Financial Employee

Faculty & Advisor Tools

Grades

- Final Grades
- Incomplete Grade Summary
- Advisee Grade Summary
- Academic Transcript
- Degree Works
- Transfer Equivalency Report (ACD120)
- Course Repeat and Grade Replacement
- Submitting Final Grades
- Grade Change Request Form

Classes

- Order Textbooks
- Look 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)
- Grad School Forms

GPA Predict Advisor

Provide student PIDID (smit1234), click retrieve.

Student PIDID:

Retrieve

Employee Tools

Employee Important Links

- Production Banner/ Admin Pages
- CampusLogic/Student Forms
- PayView or Bar Pay
- Purchase Parking Permits or Pay Tickets Online
- Outlook Web Access (OWA)

General Information

- Self Service Banner (SSB)
- Curriculum Workflow**
- Human Resources
- The Center for Enhancement of Teaching & Learning (CETL)
- ApplicationXtender Web Access

Employee Information

- Employee Dashboard
- Pay Stub
- Earnings History
- Time Sheet
- Direct Deposit Allocation

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

SmartCatalog by Watermark™

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) Select Program to Revise

- i) Choose catalog (Undergraduate or Graduate)
- ii) Select “Undergraduate Programs” or “Graduate Programs”
- iii) Select Degree/Program Type
- iv) Select Program

- v) Select program and click button with program title

c) **Fill Out Revised 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.

REVISED PROGRAM FORM

Helpful Links

- [Curriculum Policy - University Regulations - Section 3-3-50](#)
- [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).*

d) **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.

Helpful Links

- [Curriculum Policy - University Regulations - Section 3-3-50](#)
- [Curriculum Help - Office of the Registrar](#)

- (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.”

The screenshot shows a sidebar on the left with buttons: 'Save' (highlighted in yellow), 'Compare Versions' (with subtext 'There are 2 versions of this proposal'), 'Send for Review' (with a green arrow icon), and 'Remove Proposal' (with a green arrow icon). The main content area has a yellow banner with a lock icon and the text 'The proposal is locked by you. Only you can edit this proposal until it is explicitly unlocked or submitted for review.' Below the banner is an 'Unlock' button. Further down are 'Helpful Links' (Curriculum Policy - University Regulations - Section 3-3-50, Curriculum Help - Office of the Registrar) and an 'Add collaborators' link.

(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.

The screenshot shows four teal navigation tabs: 'ARCHIVED PROPOSALS', 'DRAFT DASHBOARD', 'MY ITEMS', and 'CURRICULUM DASHBOARD'. Below the tabs is a 'Workbox:' dropdown menu with 'Draft' selected.

- (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* items may have “Unnamed Item” until you fill in the 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
Revised Program Saved	Africana Studies B.A.	7/16/2021	Meagan Crews

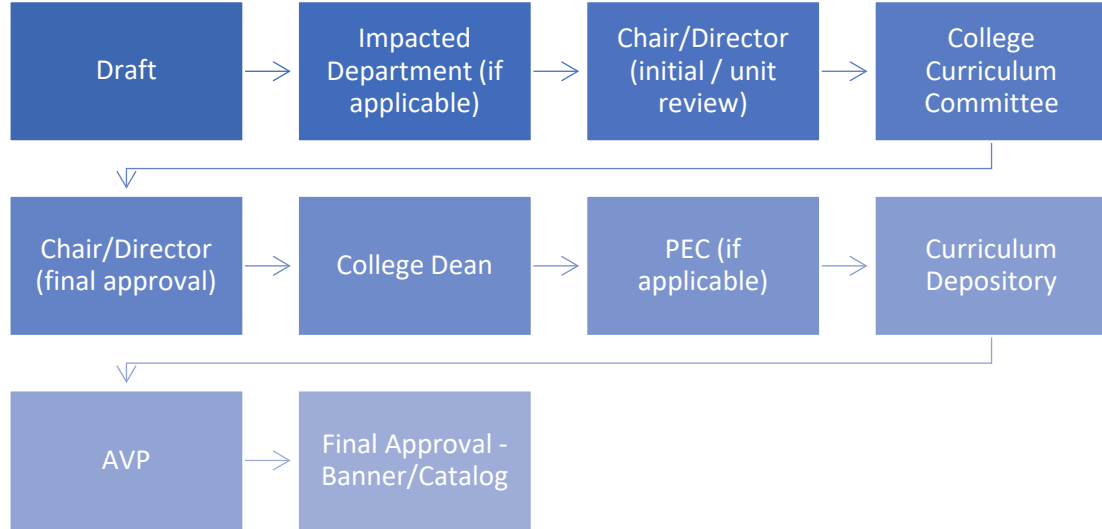
e) Add a Collaborator

- 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.

f) Send for Review

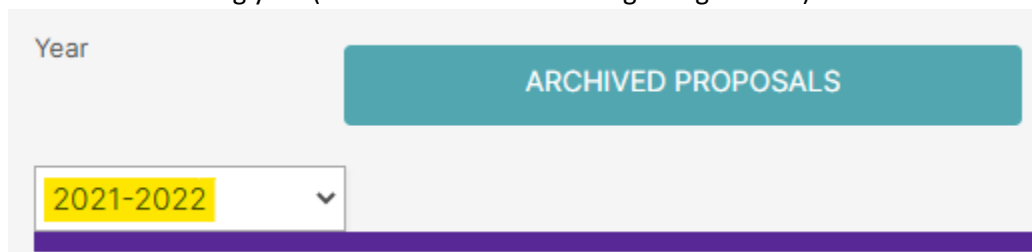
- i) After all necessary fields have been filled out, you can submit the form to the next stage by selecting “Send for Review” option in the upper left corner. Below is the process the form

will need to complete before being created in Banner and added to the catalog:

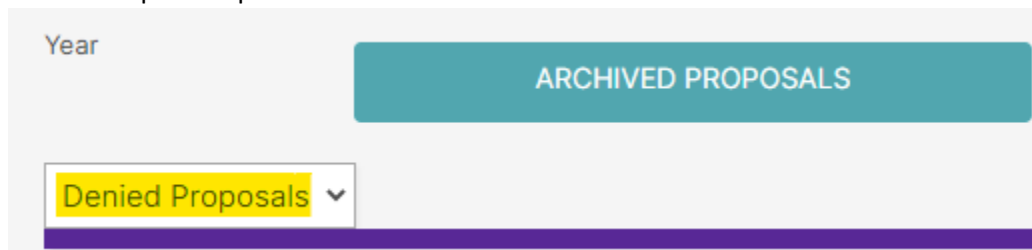


g) Track Proposal

- 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](#)