Narrative Forms

A **New Narrative Form** should be used when creating a new narrative page in the catalog. For example, a newly-formed academic department needs a new section under the College.

• Pages 3-11

A **Modify Narrative Form** should be used when making any change to an existing narrative section in the catalog. This will be most commonly used.

• Pages 12-21

A **Delete Narrative Form** should be used to completely remove a narrative page from the catalog. For example, an academic department is being dissolved and should be fully deleted.

• Pages 22-30
New Narrative form
Getting Started

Select the New Narrative Form

Course Forms
New Course Form
Revised Course Form
Deactivate Course Form
Disable

Program Forms
New Program Form
Revised Program Form
Deactivate Program Form

Narrative Forms
New Narrative Form
Modify Narrative Form
Delete Narrative Form
You will need to include the following:
Catalog Type
Department/School
Submitted by
Date

These are all required fields
Filling out the form

Select the catalog section title – see example below

Workflow State: Unsubmitted
Print this form

Save
There are 0 versions of this proposal

NEW NARRATIVE FORM

CATALOG NARRATIVE INFORMATION

Catalog Type
Undergraduate

Department/School
School of Nursing

Submitted By
B. Hopp

must have faculty status

Date
07/01/2019

Catalog Section Title
College of Natural and Health Sciences (NHS) > School of Nursing

Narrative Information

[Navigation arrows and catalog view]

School of Nursing
The School of Nursing subscribes to the philosophy that nursing is both an art and a science which promotes, supports and restores optimal health in individuals, families and communities. Nursing is a caring profession that is an integral component of the health care delivery system.

The undergraduate program in nursing is a nine (9) semester program (4 years including one summer) leading to a bachelor of science degree. Qualified students are prepared to be professional nurses and receive a foundation for graduate study in nursing.

Nursing students have a variety of clinical experiences in hospitals, nursing homes, industry, schools and community agencies, primarily in northeastern Colorado communities. Clinical practice is concurrent with nursing theory (classes) and is guided by nursing faculty. Health clearances, OSHA requirements, and CPR certification are required.

Graduates of state-approved diploma or associate degree programs in nursing are eligible to apply for admission to the on-line baccalaureate program in nursing. The program to be pursued by R.N. students has been designed to be as flexible and responsive to individual student needs as possible, within the constraints and resources of the School of Nursing.
Adding a sub-narrative

If adding a sub-narrative section under the narrative – this can be done as many times as sub-narrative is needed.
When done, make sure to save the form

NEW NARRATIVE FORM

CATALOG NARRATIVE INFORMATION

Catalog Type: Undergraduate
Department/School: School of Nursing
Submitted By: B.Hopp

Date: 07/01/2019

If you have more than one narrative to add, a separate form will need to be completed.
Submitting the form

Once you are ready to submit the form, hit the submit button in the left corner. This will send it to the next person within the workflow.

There is a place to add comments for the next person within the workflow.
*Note that these comments are not private and can be seen by others within the system.
Once the form has been submitted, there is an Audit Trail on the left side that will let you know who has the form and where it is in the process.

Once it is in the catalog, the form will be moved to Archived proposals.
Modify Narrative form
Getting Started

Select the Modify Narrative Form

Course Forms
- New Course Form
- Revised Course Form
- Deactivate Course Form
- Disable

Program Forms
- New Program Form
- Revised Program Form
- Deactivate Program Form

Narrative Forms
- New Narrative Form
- Modify Narrative Form
- Delete Narrative Form
Select section to edit

MODIFY NARRATIVE FORM

Select Section to Edit

Select the catalog

CATALOG NARRATIVE INFORMATION

Select Section to Edit

Undergraduate Catalog

About the University
Undergraduate Information and Policies
College of Education and Behavioral Sciences EBS
College of Humanities and Social Sciences HSS
Kenneth W Monfort College of Business MCB
College of Natural and Health Sciences NHS
College of Performing and Visual Arts PVA
University College UC
Administration
UNC Faculty
Affiliate Faculty
Select section to edit con’t

Continue until all the drop-downs are complete

When complete, select the button with the narrative section title
You will need to fill out:
Catalog type
Department/School
Submitted by
Date

Theses are all required fields.

The section you want to modify will be listed in the Title.
Subject

Each course is assigned a subject code that identifies the discipline, field or program offering the course. For example, course numbers in Audiology and Speech-Language Sciences are preceded by ASLS; course numbers in Mathematics are preceded by MATH; and courses in Visual Arts are preceded by ART.

Numbers

Four groups are identified by course numbers, generally to indicate the difficulty of a course and its location on a continuum of study that leads to general mastery of the content and methodology of a discipline:

Basic skills - 001-099 are not counted in cumulative credits, total credits toward graduation, GPA, nor for financial aid purpose.

Lower division - 100-199 range are 1st-year (freshmen) courses and 200-299 are 2nd-year (sophomore) courses.

Upper division - 300-399 are 3rd-year (junior) courses and 400-499 are 4th-year (senior) courses.

Graduate level - 500-699 are Master’s courses and those numbered 700 or higher are Doctoral/Specialist courses.

Juniors and seniors with a cumulative GPA of 3.00 or higher are permitted to take 500-level courses.

Undergraduates may be permitted to take courses with numbers 600-699 if they have applied to and have been accepted into a Master’s level program at UNC. 600-699 courses may not be counted toward an undergraduate degree.
Adding a sub-narrative

If you need to add a sub-narrative section under the narrative – this can be done as many times as sub-narrative is needed.
If you have more than one narrative to modify, a separate form will need to be completed.
Submitting the form

Once you are ready to submit the form, hit the submit button in the left corner. This will send it to the next person within the workflow.

There is a place to add comments for the next person within the workflow.

*Note that these comments are not private and can be seen by others within the system.
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Delete Narrative form
Getting Started

Select the Delete Narrative Form
Selecting the Narrative

Select the catalog

Select section of the catalog
Selecting the Narrative con’t

Once complete, select the button with the section title

Continue until all the drop-downs are complete
Completing the form

You will need to fill out:
Catalog type
Department/School
Submitted by
Date

Theses are all required fields

The section you want to delete will be listed in the Title.
When a student registers for a class, he or she is considered to be a member of the assigned class. Students are responsible for confirming their schedule by web or in person.

The student may drop a class during the Drop period, normally the first 10 class days of a semester for full-term courses. Withdrawal deadlines are available online at [http://www.unco.edu/registrar/current-students/course-add-drop.aspx](http://www.unco.edu/registrar/current-students/course-add-drop.aspx) or through the Student Tab in URSA by clicking on the 'Your Course Drop/Withdrawal Deadlines" link.

Students may withdraw from individual classes in person or on the web. The first date to withdraw from an individual course is the first class-day immediately after the drop deadline. The last date to withdraw from an individual course is the midpoint of the semester. The withdrawal deadline for an individual short-term class occurs when the class has held 50% of its meetings. Withdrawal deadlines for each semester are also noted on the Office of the Registrar Website. A “W” appears on the transcript for each class from which a student withdraws. Students may withdraw from...
Saving the changes

When done, make sure to save the form

If you have more than one narrative to delete, a separate form will need to be completed.
Submitting the form

Once you are ready to submit the form, hit the submit button in the left corner. This will send it to the next person within the workflow.

There is a place to add comments for the next person within the workflow.
*Note that these comments are not private and can be seen by others within the system.*

Would you like to add a comment?

| |

[OK] [Cancel]
Once the form have been submitted, there is an Audit Trail on the left side that will let you know who has the form and where it is in the process.

Once it is in the catalog, the form will be moved to Archived proposals.
**WORKFLOW QUESTIONS & ISSUES**

Please let us know when you have questions or concerns throughout the process! Email Meagan.Crews@unco.edu and Brandi.Hopp@unco.edu for issues like:

*Something isn’t working correctly*

- We’ll work to get technical issues resolved as quickly as possible.

*You can’t figure out how to make a curriculum change*

- If something is missing in the forms or you aren’t sure how to make a particular change, please first check over training materials to make sure you’re in the correct form for the change you’re making. If so, please let us know what you’re attempting to do and we will assist you.

*Something is annoying, tedious, or doesn’t make sense!*

- Let us know. **We might** be able to get it resolved, but we are under constraints of the software – but we won’t be able to improve the system if we don’t at least ask! Some of these issues might be able to get corrected going forward. Remember, this is year one – year two will be better with the help of user feedback.
Resources

• **Contacts**
  • Meagan Crews, Curriculum Liaison Specialist ([Meagan.Crews@unco.edu](mailto:Meagan.Crews@unco.edu) / 1-3004)
  • Brandi Hopp, Curriculum Support Specialist ([Brandi.Hopp@unco.edu](mailto:Brandi.Hopp@unco.edu) / 1-4778)

• **Resources**
  • [Registrar's Office: Curriculum](#)
  • [SmartCatalog Curriculum Workflow Login](#)