Curriculog - Change an Exiting Course

1. Log in to Curriculog: http://wcu.curriculog.com

2. Click on "New Proposal"

3. Pick the type of course change you need

   3.1. If you are changing a course used by programs outside your department, use "**Course Change Proposal (affects more than one department)**"

   3.2. If you are changing a course that is only used within your department (even if in multiple programs), use "**Simple Course Change Proposal (affects one department only)**" [the two processes are similar, so we will use this one for the rest of the example]

4. Hover your cursor over the type of change you will use and click on the blue circle with a white checkmark that appears in that row

5. BEFORE YOU DO ANYTHING ELSE AND WASTE YOUR TIME you need to import the current version of this course from the catalog. Click the Import arrow near the top left

6. Select the undergraduate or graduate catalogs depending on the course

7. When prompted to add a filter, you can select many options. I recommend selecting "Prefix" which will make a search box appear ABOVE the drop down menu. Type the prefix in here. If you want to add the course number to the search, then select "Code" from the drop down menu and add the course number in the search box (Curriculog calls course numbers "codes" for some reason).

8. Click "Search Available Curriculum." You may have to scroll down through the list. When you find the course you want, click on it, and select Import at the bottom.

9. On the next screen, click on "Import This Item"

10. Many fields are now filled in. Do not, DO NOT, ___DO NOT___ make the changes you want to yet!!! Your task now is to fill in all fields that are blank but have an orange asterisk beside the name of the field. This includes the fields "Brief explanation for why change is needed" and "Change(s) Proposed" where you indicate what you will change. You have to check something here, but DO NOT make those changes yet.

    10.1.   **Change(s) Proposed** – check all the items you plan to change

    10.2.   **Brief explanation for why change is needed** – be brief, but thorough. Why are you making this change? Our committee looks more favorably on explanations that relate to all the types of changes being made, that tie back to the college's strategic plan, and that note assessment data that led to this change and/or shifts in the field or accreditation requirements. If a program is also being changed and this is a part of that, note that here.

10.3.   **Is this a professional education course**? - Basically, if the course is part of a program that is represented at the Professional Education Council, then check "yes." Otherwise, "no."

10.4.   **Activity** – Click on the box and select an activity from the available list. Note that this field is not currently used for any reporting or compliance monitoring.

10.5.   **Grade Mode** – if not indicated, select a grade mode

10.6.   **Scheduled student contact hours per week** – normally the same as the credit hours in the course. For unusual courses like internships, type "Varies."

10.7.   **What courses and/or programs will the proposal impact?** – For this step, scroll back to the top of this page, click on the Impact Report button and run the impact report for this item. Select the text of the report, copy it (right-click, select Copy OR Ctrl-C) and paste it in this box (right-click, select Paste OR Ctrl-V). If the impact report doesn't indicate anything, but you know this course affects other programs, then type that information under the pasted text.

10.8.   **Based on the impact report… -** If this change requires a change in a program, then submit that program change also. Note that if you change the hours in a course, that could affect the hours required in a program.

11. If you have all the asterisk-ed fields filled in, you can click the Launch icon near the top . If a field was left off, then you will get an error message.

12. Now, **AT LAST**, you can make the changes you wish to the course, such as prefix, number, title, description, hours, prerequisites, and corequisites. Note that sometimes you will find both prerequisites and corequisites listed in just the prerequisites field. If you are changing these, please separate them.

13. If you have made all the changes you wish, you can decide to submit your proposal to the next part of the process, or wait.

13.1.   If you are not done with changes, you can come back to this proposal later

13.2.   If you are submitting a group of changes (e.g., several course changes and a program change) please wait until all the proposals are ready to send, then send them all at the same time.

14. Click the Decisions button near the top right of the page and you will select to **"Approve"** this proposal. Click the "Make My Decision" button and your proposal will go to the next part of the approval process.