

CURRICULOG: NEW COURSE INSTRUCTIONS



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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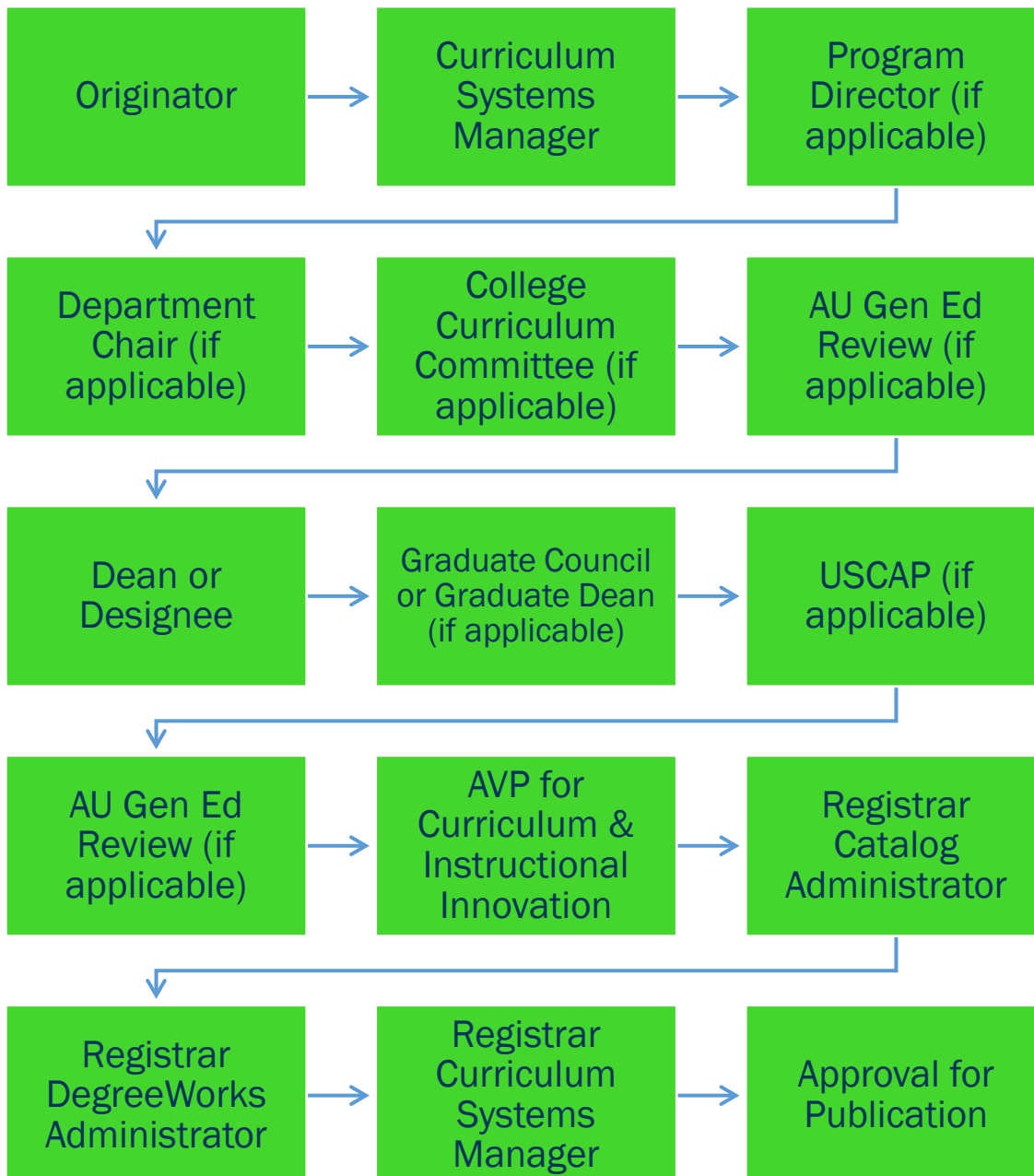
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PROCESS

The New Course proposal is used to create a course that has never been offered and is not currently listed in the University catalog. Please note, if this new course changes the requirements for a degree program, a Program Revision will also need to be launched. Step by step instructions for completing the New Course proposal are listed below. Contact curriculog@augusta.edu if additional information is needed.

ORDER OF APPROVERS



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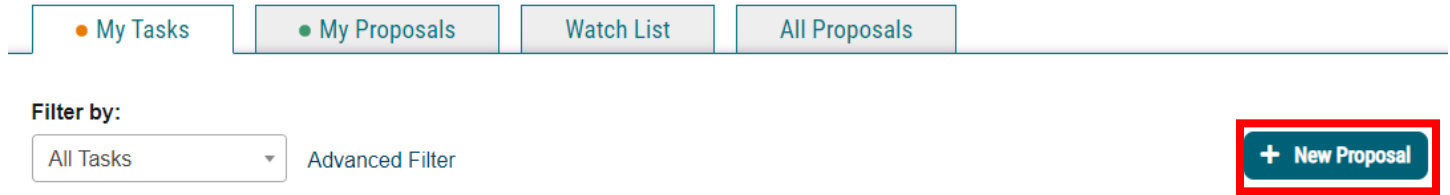
NEW COURSE INSTRUCTIONS

CREATING THE PROPOSAL

1. Login to Curriculog using your net ID and password.

<https://augusta.curriculog.com>

2. Select “New Proposal” from the task menu.



3. Hover over the proposal titled “Course: New Course” and click the blue check mark in order to begin.



ROUTING INFORMATION

4. Choose the Academic College AND Department for the new course by clicking in the field. This will generate a drop down list of all Academic Colleges and Departments. You may only select two options.

Routing Information

Choose your Academic College and Department:*

Select an option

Please select the academic college and department where this course resides. This is the college and department where the course is assigned in Banner. Please note, this question also updates the routing for approval for this proposal.

5. If the new course is part of The Graduate School, be sure and select “Yes” to the question regarding The Graduate School.

Is this course part of The Graduate School?*

- Yes
 No

If yes, this impacts the routing as The Graduate School must approve new courses. Only TGS graduate courses are routed to The Graduate School for review. If the course is part of a graduate certificate and impacts a TGS graduate degree program, the proposal would need to be reviewed by The Graduate School. If this course does not already have a TGS attribute, one will be assigned and the course will be assigned to the academic college and department listed above in BANNER.

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6. Select the appropriate option regarding Program Director.

Does this program have a Program Director separate from the Department Chair? *

Yes

No

If you select yes to this question, this proposal will first be routed to the program director and then to the department chair.

7. Select the appropriate option regarding a department chairperson.

Does your department have a chairperson?*

Yes

No

If you select yes, this proposal is routed to a department chair person. If you select no, it is not.

8. If the creation of this course will affect other colleges, select the appropriate option regarding affected colleges.

Does this affect more than one college?*

Yes

No

If you select yes, this proposal will also be routed to USCAP for review and approval.

9. If your college has a curriculum committee that needs to review this proposal, be sure and select “Yes” to the question regarding college curriculum committees. If only the Graduate School needs to review this change please select “no”.

Does your academic college have a college curriculum committee that is required to review this change? If only The Graduate School needs to review, check "no" here.*

Yes

No

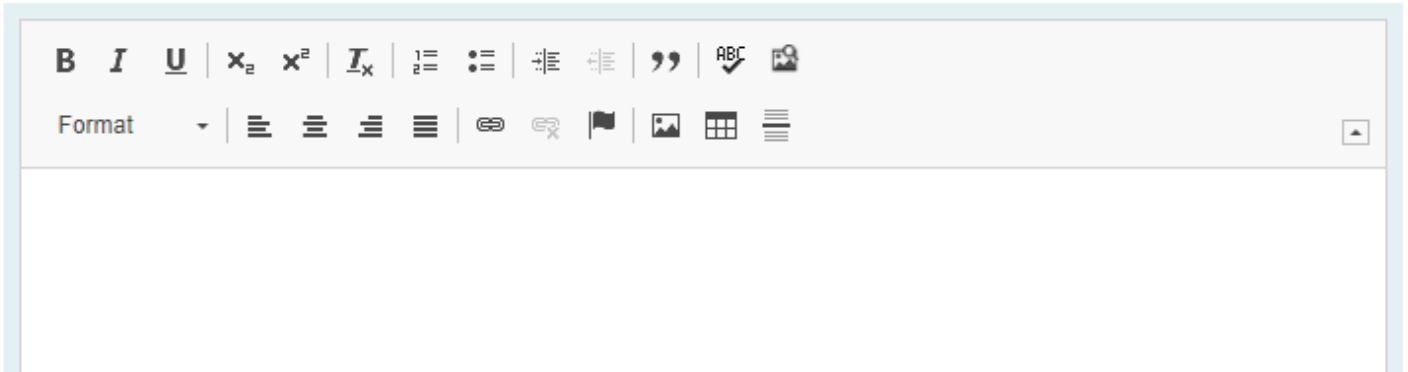
If the committee has already reviewed this proposal outside of Curriculog and does not need to vote in the Curriculog system, select no. By selecting yes, your Committee Chair will provide the agreed upon decision for the committee within Curriculog.

NEW COURSE INFORMATION

10. Navigate to the New Course Information section and begin completing each of the fields starting with the purpose and need for the new course.

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What is the purpose and need for the course?*



11. Enter the Course Prefix and Course Number in the corresponding fields.

Course Prefix*

A 4-character abbreviation of the program of study of the course.

Course Number*

The number consisting of up to 4 characters and an optional one-character alpha or numeric suffix, assigned by the institution. Please refer to the course numbering policy at: <https://www.augusta.edu/compliance/policyinfo/policy/course-numbering-cross-listing-cross-leveling-suffixes-policy.pdf>

12. Select the CIP code from the drop down. If you do not see the correct CIP Code, please contact the Registrar's Office at curriculog@augusta.edu.

CIP Code*

A code associating each course with an academic discipline using the U.S. Department of Education's National Center for Education Statistics (NCES) CIP coding system. Formula funding is based on accurate reporting of CIP codes.

13. Enter the effective term for the new course. This is the first term you plan to offer this new course. Please select the term from the drop down options. If you do not see a term listed, please contact the Registrar's Office at curriculog@augusta.edu. Please do not just select a term. The terms in the drop down are options based on the approved deadlines.

Effective Term*

The year and term code in which the course modification will be effective. Based on the approved deadlines, the options below are the only Effective Terms available for this section.

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14. Enter the short title for the course and the long title in the corresponding fields. Note, the short title will be displayed on course sections and the long title will be displayed in the University catalog.

Short Title*

The name of the course at the section level. If this is a selected topics course, the section title is customizable with your section schedule submission. This title also appears on the student's official transcript. Short titles can only contain 30 characters.

Long Title*

The name of the course as it appears on the institution's catalog. Long Title can only contain 100 characters.

15. Navigate to the Total Credit Hours fields. More information on credit hours can be found in the Definition of a Credit Hour policy at:
<https://www.augusta.edu/compliance/policyinfo/policy/definition-credit-hour.pdf>
16. If this course will be variable credit hours, enter the minimum number of hours in the Total Minimum Credit Hours field and enter the maximum number of hours in the Total Max Credit Hours field. Then select the option that indicates where the course should be set to the minimum number of hours, OR, or TO. If this course is not variable credit hours, just enter the total hours in the Total Max Credit Hours field.

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Total Minimum Credit Hours*

For courses with variable number of hours, the minimum number of credit hours offered for the course.

Total: Select One*

- Set to Minimum
- OR
- TO

The Credit Hours Indicator identifies a variable credit course. The indicator designates the minimum and maximum hours for the course as a range when the "TO" indicator is used and two specific hours when the "OR" indicator is used.

Total Max Credit Hours*

For courses with variable number of hours, the maximum number of credit hours offered for the course.

17. Continue navigating through the remaining credit hour fields to supply the hour breakdown: Lecture Credit Hours, Lab Credit Hours, and Other Credit Hours.

Lecture Minimum Credit Hours*

Lab Minimum Credit Hours*

Other Minimum Credit Hours*

Lecture: Select One*

- Set to Minimum
- OR
- TO

Lab: Select One*

- Set to Minimum
- OR
- TO

Other: Select One*

- Set to Minimum
- OR
- TO

Lecture Max Credit Hours*

Lab Max Credit Hours*

Other Max Credit Hours*

18. Select the appropriate option regarding the repeat status. ***Please Note:** By selecting repeatable, students will be allowed to repeat this course and

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receive credit according to the repeat limit. This will impact GPA and Earned Credit Hours.

Repeatable?*

Yes

No

By selecting repeatable, students will be allowed to repeat this course and receive credit according to the repeat limit.

19. Enter the number of times the course may be repeated for credit in the repeat limit field. If the course is not repeatable for credit enter 0 in this field.

Repeat Limit?

The repeat limit listed indicates the number of times a student may take this course and receive credit.

20. Select the appropriate Course Level from the drop down.

Course Level*

Select an option

A two digit code used to indicate the level of instruction for course. Formula funding is based on accurate reporting of Instruction Level.

21. Select the appropriate Instruction Level Code/Classification from the drop down.

Instruction Level Code/Classification*

Select an option

Enter the code which indicates level of instruction for the course. Formula funding is based on accurate report of the instruction level.

22. Select the appropriate Grade Mode from the drop down.

Grade Mode*

Select an option

Enter the code that designates the grading value(s) available for the course. Examples would be normal (ABCD), satisfactory/unsatisfactory (S/U), or continued progress (CP). Please refer to the Grading System Policy at; <https://www.augusta.edu/compliance/policyinfo/policy/grading-system-policy.pdf>

23. Select the appropriate Primary Instruction Type Code/Schedule Type from the drop down. You may only select one option.

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Primary Instruction Type Code/Schedule Type*

Select an option

A code used to indicate the primary instructional method employed in the course. Although some courses may combine instructional methods, the primary or dominant method must be reported in this field.

Code	Description	Definition
10	Lecture	Formal presentation, primarily one-way communication of information by one individual. Often considered the “traditional” classroom setting.
11	Lecture/Supervised Laboratory/Clinic	Combination or hybrid of lecture and supervised laboratory/clinic and contains elements of each of these two course types.
12	Lecture/Unsupervised Laboratory/Clinic	Combination or hybrid of lecture and unsupervised laboratory/clinic and contains elements of each of these two course types.
20	Seminar	Group based discussion of a topic of interest under the direction of an instructor. Requires the instructor to play less of a leadership role, with responsibility for discussion and analysis vested in students with the instructor functioning as a resource person.
30	Supervised Laboratory/Clinic	Instructing, preparing, and supervising student investigations under the direction of an instructor. Designed to enhance student concept attainment, problem solving, and critical thinking.
40	Unsupervised Laboratory/Clinic	Instructing, preparing, and supervising student investigations independently of an instructor. Designed to enhance student concept attainment, problem solving, and critical thinking.
50	Independent Study	A self-directed approach to the acquisition of knowledge and/or competence in which a student plans and carries out learning activities on his/her own under minimal

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		faculty direction. Usually used for topics not part of formal course offerings.
55	Directed Study	A faculty-directed approach to the acquisition of knowledge and/or competence in which a student carries out learning activities on his/her own under minimal faculty direction. Usually used for topics not part of formal course offerings.
57	Asynchronous Instruction	Instruction delivered via a distance education platform where students and faculty do not interact at a specific time and/or place.
60	Practice Teaching	Full-time teaching under the supervision of an experienced teacher. Practice teaching provides the student with a professional field experience in the appropriate teaching discipline.
81	Internship/Practicum	Extended field and “hands-on” experiences and/or training under the tutelage of an experienced practitioner and/or university supervisor.
91	Thesis	Preparation of a scholarly paper completed by a candidate for the bachelor’s, master’s, or specialist in education degree. The thesis is (1) prepared under the direction of a faculty committee; (2) requires in-depth knowledge of a particular subject; (3) is based on independent research; and (4) reflects the highest level of scholarship and knowledge of research methodology.
92	Dissertation	Preparation of a scholarly paper completed by a candidate for the doctoral degree. The dissertation is (1) prepared under the direction of a faculty committee; (2) requires in-depth knowledge of a particular subject; (3) is based on independent research; and

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28. If this course has a required corequisite, enter the course prefix and course number in the field.

Corequisite(s)

A corequisite is a course which must be taken in the same term as the course to which it is a corequisite. Corequisites are two or more different courses that must be taken concurrently. Corequisites are set up in Banner by identifying the courses as corequisites of each other on SCADETL for each of the courses required. Please list the course prefix and course number.

29. Select the appropriate option regarding a replaced course.

Is this course replacing an existing course(s)?*

Yes

No

If yes, these courses will be built as equivalents in Banner indicating that this class automatically be substituted for the other course and the student may receive credit for the latest attempt of either of these courses.

30. If this new course is replacing an old course and you answered “Yes” to the question above, please provide the prefix and course number of the course that is being replaced.

Prefix

Select an option

Course Number

Prefix

Select an option

Course Number

31. Select the appropriate effective term from the drop down for the last term the replaced course will be taught. If the replaced course needs to be inactivated, please complete a Course Inactivation proposal.

What is the last term the replaced course(s) will be taught?

Select an option

32. Select the appropriate option regarding DegreeWorks (JagTrax).

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Would you like the course to be automatically built into DegreeWorks (JagTrax) for students in a prior catalog year?

Yes

No

33. If this new course requires DegreeWorks (JagTrax) updates for a prior catalog please provide all catalog years.

If yes, please specify which catalog years to add the course. Example, 2019-2020, 2018-2019, or All Prior Catalog Years

34. Confirm that a side by side schema for each catalog year listed above is attached.

If yes, I confirm a side by side schema for each catalog year listed above is attached. Please note, the side by side schema must include the location of the new course to be included in JagTrax

Yes, I understand that a schema is required for each catalog year listed above

Yes, I have attached a schema for each catalog year listed above.

35. Select the appropriate option regarding USG Undergraduate Core Requirements.

Will this course be part of the USG Undergraduate Core Requirements?*

No

Yes - Area A Communication or Quantitative Outcomes

Yes - Area B Institutional Options

Yes - Area C Humanities, Fine Arts, and Ethics

Yes - Area D Natural Science, Mathematics, and Technology

Yes - Area E Social Sciences

By selecting a core area, you are acknowledging that this course is being submitted for core consideration. Final approval will come from the AVP for Curriculum and Instructional Innovation. Please refer to the University System of Georgia website for additional information. https://www.usg.edu/academic_affairs_handbook/section2/C738/

36. Select the appropriate course attributes to describe this new course. Only complete this question if the course belongs in the Medical College of Georgia.

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For MCG courses only: Please select the following course attributes that apply.

Select an option

37. If eligible, select the appropriate HIP course attributes to describe this new course. If this course is not eligible for HIP attributes, please select No HIP Attributes Should Be Assigned.

Should this course be assigned attributes identifying it as a High Impact Instructional Practice (HIP) course?*

Select an option

A guide to High Impact Instructional Practice Course section attributes including definitions can be found at: <https://www.augusta.edu/registrar/documents/highimpactpracticesattributes.pdf>

38. Select the programs from the drop down menu in which this course will be part of the curriculum.

Please select the following program(s) in which this course will be part of the curriculum.*

Select an option

If this new course will be part of the curriculum for a new program that is being proposed, be select "New Program Proposed".

39. Enter the course description in Course Description field. Please pay close attention to the information entered here as this is how the description will be displayed in the catalog.

Course Description*

Format

40. The next section of the proposal updates the registration restrictions. Please be intentional in selecting the restrictions in this section as they will be enforced in BANNER and only students who meet these restrictions will be allowed to register for this course. You have the option to restriction this

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course by College, Department, Program, Degree, Major, Class, Level, Campus, and Attribute.

College Restrictions:

Select an option

Department Restrictions:

Select an option

Program Restrictions:

Select an option

Degree Restrictions

Select an option

41. If this course has a required prerequisite, enter the course prefix and course number and minimum grade in the field below. If there are multiple courses that will be prerequisites please enter these courses as a sequence. For example: (ENGL 1101 or ENG 101) and (MATH 1113).

Prerequisite(s)

A prerequisite is a course which must usually be completed in a term earlier than the course for which registration is attempted and prerequisites are being selected. Please list the course prefix, course number and minimum grade. Please do not list "other" prerequisites such as "Admission to the program". Those cannot be enforced as course prerequisites but rather course restrictions.

42. Select the appropriate option regarding course fees. Please note, all course fee approvals must still be approved through the Tuition and Fee process and will not be assigned until the approved Tuition and Fee documents are received from the University System of Georgia.

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Are there any fees associated with this course?*

- Yes
- No

Although you may have indicated the intention of charging a fee for this course, course fees must still be approved through the annual Tuition and Fee process and will not be assigned to the course until the approved Tuition and Fee documents are received from the University System of Georgia.

43. If you do intend to charge a course fee and it will be a fee we are currently charging to other courses, please select it from the drop down.

If yes, what fee code?

Select an option

44. If you do intend to charge a course fee, please provide justification in the field below.

If so, please explain and include the additional fee amount.

45. Please confirm the following items have been attached to this proposal prior to launching it by selection the appropriate options. Please note, all new courses require a syllabus and statement of faculty qualifications. Proposals launched without these items will be returned to the originator prior to moving forward in the approval steps. Attach forms by select “files” on the right side of the proposal.

Please confirm:*

- I have attached a syllabus.
- I have attached the statement of faculty qualifications.

46. Please confirm that a program revision has been launched if this new course is being added to the curriculum of a current program. If this new course is not being added to the curriculum of a current program a program revision is not required.

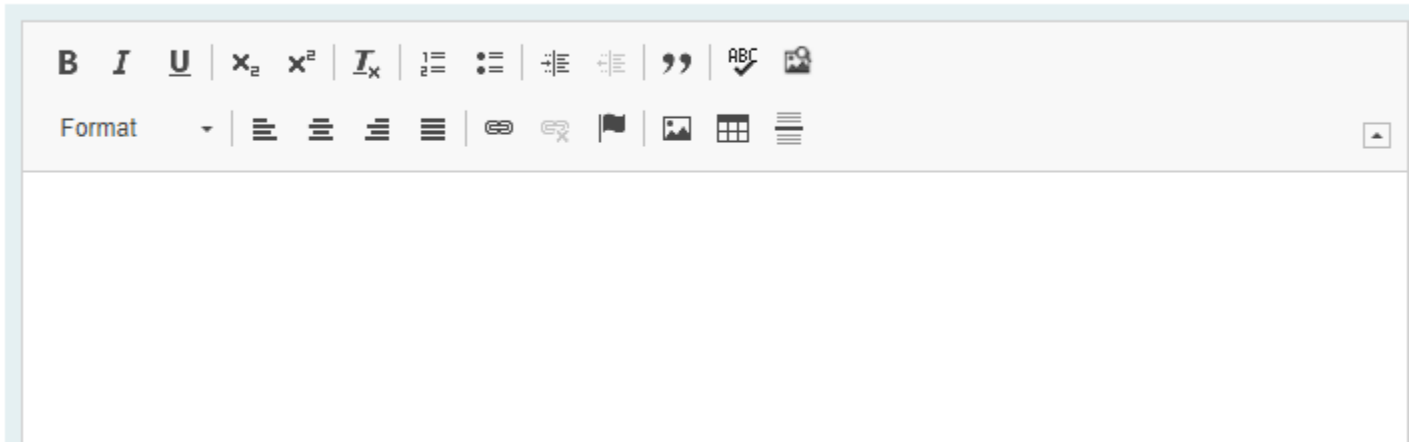
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Please confirm:*

- Yes, this new course will be required for a current program so I have launched a program revision.
- No, this course is not required for a current program(s).

47. Should additional comments need to be included, please include that information in the field below.

Additional Comments



LAUNCHING THE PROPOSAL

48. Scroll back to the top of the proposal pane and click the rocket ship icon labeled “validate and launch proposal”. Proposal will be validated and launched.

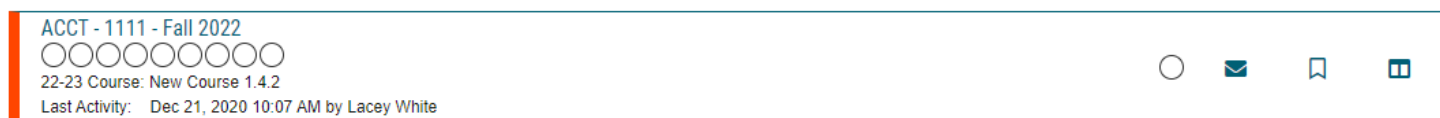


49. The proposal is now in your “My Tasks” tab.



50. In order for the proposal to move forward to the next approver step, you must approve it.

51. To approve the proposal, click on the proposal to open it.



52. Once the proposal opens, navigate to the far right toolbar and select “Decisions”

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The screenshot shows the Curriculog interface. On the left, there is a 'User Tracking' section with a dropdown menu set to 'Show current' and a button for 'Show Individual User Edits'. Below this is a 'Comments' section with a '+ Add Comment' button. A comment from 'Curriculog' dated '12/21/2020 10:07 am' states 'Lacey White has launched this proposal.' with a 'Reply' button. On the right, a vertical sidebar menu contains several options: Discussion, Workflow Status, Signatures, Files, Decisions (highlighted with a red box), Custom Route, Crosslistings, and Proposal Lookup.

53. This will open a decision box, fill in the radial button beside “Approve” and click “Make My Decision”.

The 'Your Decision' form asks 'What would you like to do with this proposal?' and provides six radio button options: Approve, Reject, Hold, Suspend, Cancel, and Custom Route. Below the options is a text area for 'Please comment on your decision below.' At the bottom of the form, a 'Make My Decision' button is highlighted with a red box.

CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu.