ADMINISTRATIVE: CATALOG REVIEW PROPOSAL

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PROCESS

This form is used to submit editorial changes for inclusion in the new, upcoming catalog to be published. *Editorial changes* refer to wording in a program's overview or general college/school/department information which do not alter course or program requirements in any way. Other editorial changes include: office location(s), contact information, faculty/staff changes, images displayed on a catalog page, or updated URLs/links.
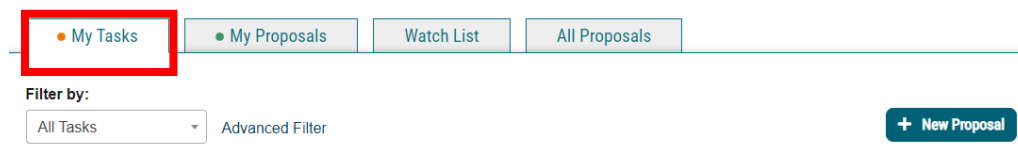
PROPOSAL WORKFLOW

Originator (Registrar Catalog Administrator) → Section Contact → Originator (Registrar Catalog Administrator)
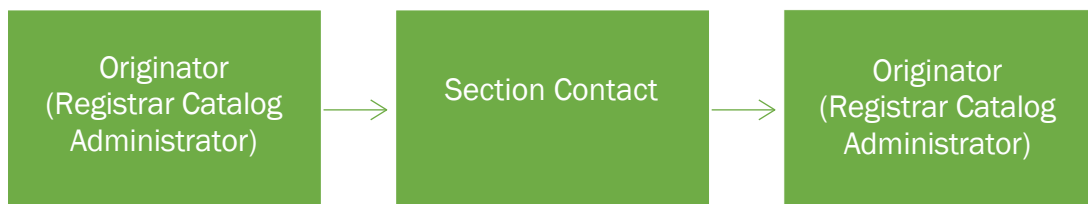
INSTRUCTIONS

COMPLETING THE PROPOSAL

1. Log in to Curriculog using your net ID and password at https://augusta.curriculog.com

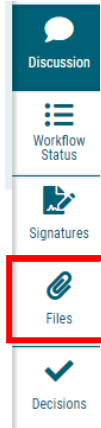2. Navigate to "My Tasks" and the Catalog Review proposal will be listed.

3. Hover over the proposal in your My Tasks tab titled "**Administrative Form: Catalog Review**" and click inside the box to open the proposal.
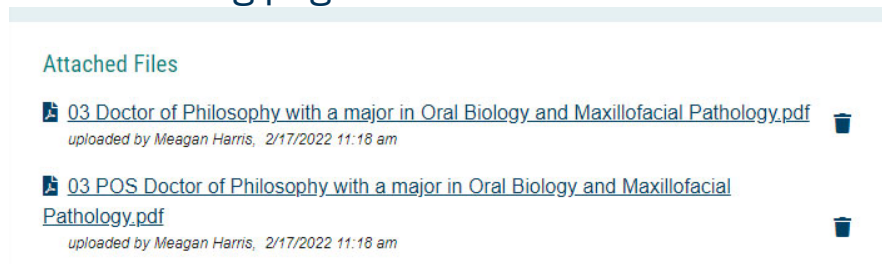
4. When opened, navigate to the **Files** tab of the proposal and **download** the PDF catalog pages that have been attached.

5. **Download** the PDF catalog pages that have been attached.

Review the catalog page for **EDITORIAL** corrections and **mark up** the PDF with the suggested revisions.

Alternatively, you may enter content updates on the *Catalog Review Requested Edits Template** found online at augusta.edu/registrar/curriculog/documents/catalog-review-template.pdf

*This form may not be submitted outside of Curriculog and must adhere to the established deadlines.

Editorial Changes refer to wording in a program's overview and general college/school/department information which do not alter course or program requirements in any way. Other editorial changes include: office location(s), contact information, faculty/staff changes, media, images displayed on a catalog page, or updated URLs/links.

The following items are *not* editorial submissions and will *not* be

considered during review:

- Any change to course description, course title, or credit hours*
- Any change to a requirement for a program, such as major courses, concentration courses, elective courses, minimum GPA or grade, admission requirements, credit hours, etc.*

Note: All of these types of changes MUST be submitted on a Course or Program Revision proposal.

6. Once you have provided all of the **Editorial** revisions on the marked-up PDF or *Catalog Review Requested Edits Template*, save the revised file by adding "REVISED" before the original title:

   📄 03 REVISED Doctor of Philosophy with a major in Oral Biology and Maxillofacial Pathology.pdf   🗑️
   uploaded by Meagan Harris, 3/30/2022 10:53 am

7. Navigate back to the **Files** tab and **upload** the revised catalog pages to the proposal. These are the changes that will be made to catalog page. **Please be clear and accurate.**

   💬 Discussion
   ☰ Workflow Status
   📝 Signatures
   📎 Files
   ✔️ Decisions
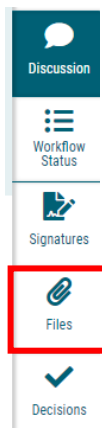
8. Navigate to the **Requested Edits** section of the proposal.

9. Select all of the sections to be updated that have been marked up on the reattached catalog pages.

Requested Edits:

☐ Update College/School Overview
☐ Update College/School Administration Contact Information
☐ Update Department Overview
☐ Update Department Administration Contact Information
☐ Update Program Overview
☐ Update Program Contact Information
☐ Update Website URL/Link(s)
☐ Update Custom Page Content
☐ No edits are necessary

Note: these edit requests may not be submitted outside of Curriculog and must adhere to the established deadlines.

10. If there are **No Edits** that need to be made please select: *No Edits Are Necessary*

Requested Edits:

☐ Update College/School Overview
☐ Update College/School Administration Contact Information
☐ Update Department Overview
☐ Update Department Administration Contact Information
☐ Update Program Overview
☐ Update Program Contact Information
☐ Update Website URL/Link(s)
☐ Update Custom Page Content
☐ No edits are necessary

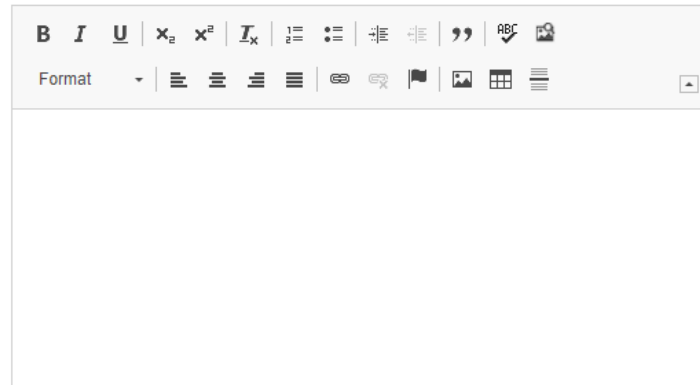11. Please confirm by selecting one of the options below.

Please confirm:

☐ I have attached a markup of this catalog page to include requested edits.
☐ No edits are necessary. This page is approved to be published as is.
☐ I am not responsible for this catalog content.

12. Should any additional comments be necessary, enter those in the Additional Comments field.

Additional Comments:*

APPROVING THE PROPOSAL

13. When all revised pages have been attached and requested edits have been confirmed, navigate to the right-hand menu bar. Select the bluecheck mark for **Decisions**.

14. The Decisions button opens a discussion box. Fill in the radio button beside "**Approve**" and click "**Make My Decision.**"

This decision will complete your review of the catalog and send the proposal back to the Catalog Administrator.

CONTACT

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