

CURRICULOG: COURSE INACTIVATION



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

TABLE OF CONTENTS

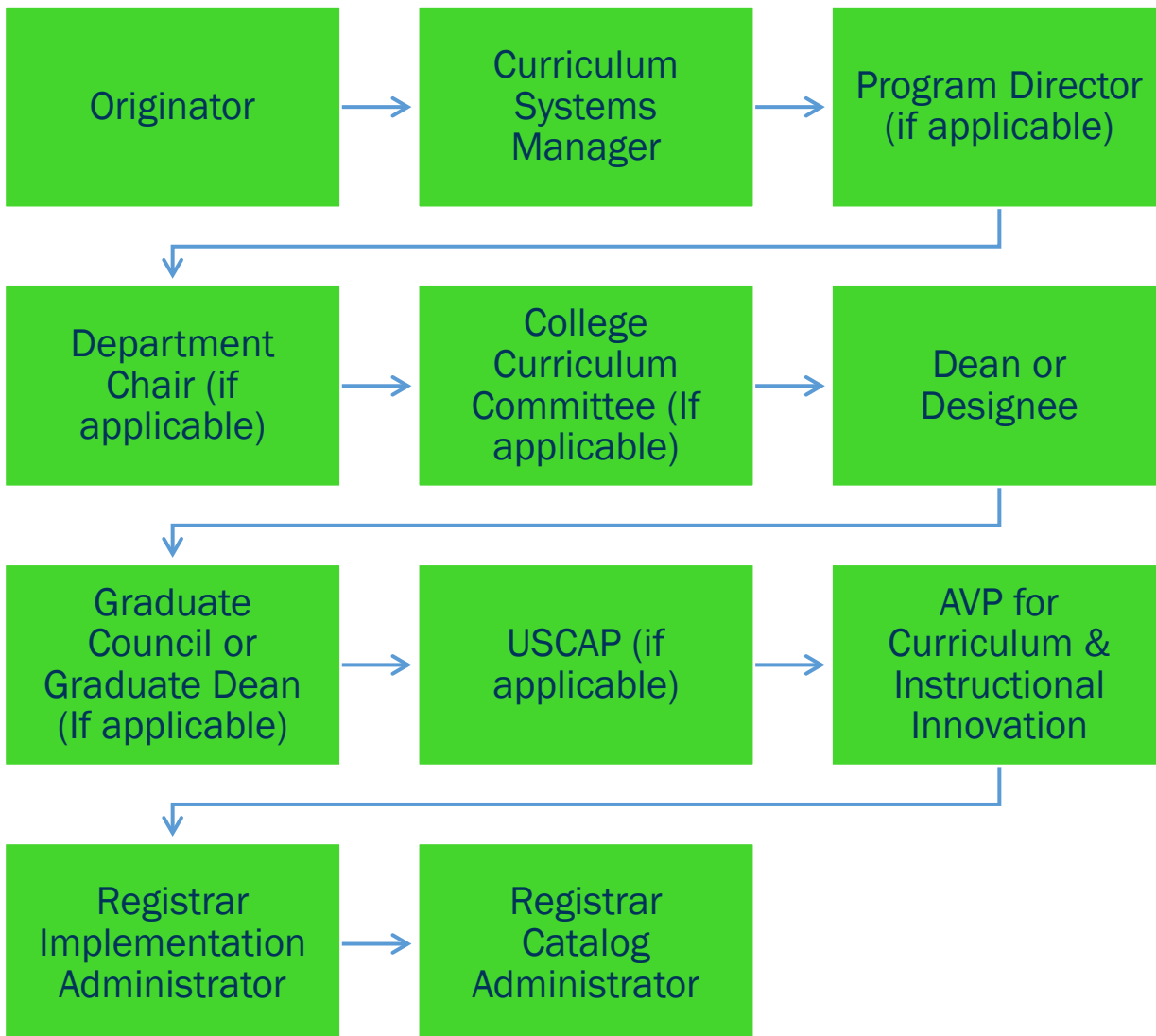
PROCESS	2
ORDER OF APPROVERS.....	2
COURSE INACTIVATION INSTRUCTIONS.....	3
Creating the Proposal.....	3
Creating an Impact Report.....	3
Importing	4
Routing Information.....	6
Course Inactivation Information.....	8
Launching the Proposal	10
CONTACT	11

CURRICULOG: COURSE INACTIVATION

PROCESS

The Course Inactivation is used to inactivate a course in the system of record and remove it from the University catalog. Please note, if this course inactivation changes requirements for a degree program, a Program Revision will also need to be launched. Step by step instructions for completing the Course Inactivation are listed below. Contact curriculog@augusta.edu if additional information is needed.

ORDER OF APPROVERS



CURRICULOG: COURSE INACTIVATION

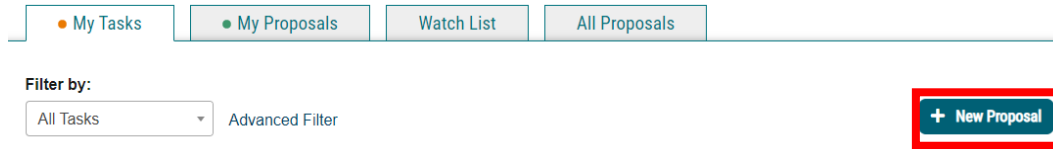
COURSE INACTIVATION INSTRUCTIONS

CREATING THE PROPOSAL

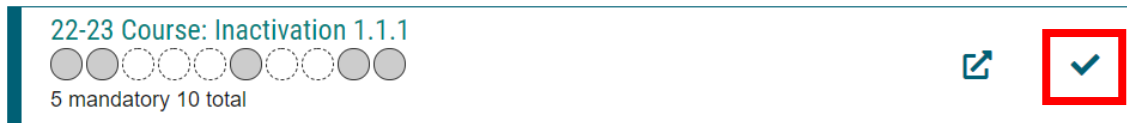
1. Login to Curriculog using your net ID and password.

<https://augusta.curriculog.com>

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

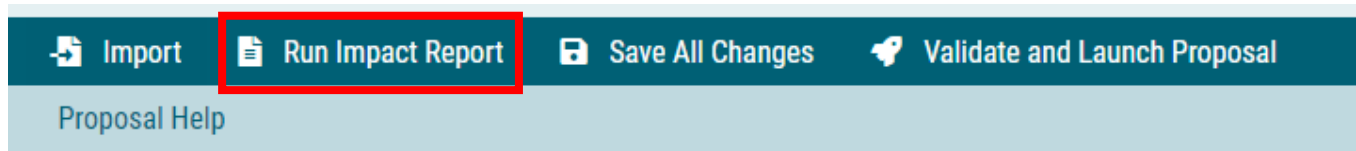


3. Hover over the proposal titled “Course Inactivation” and click the blue check mark in order to begin.

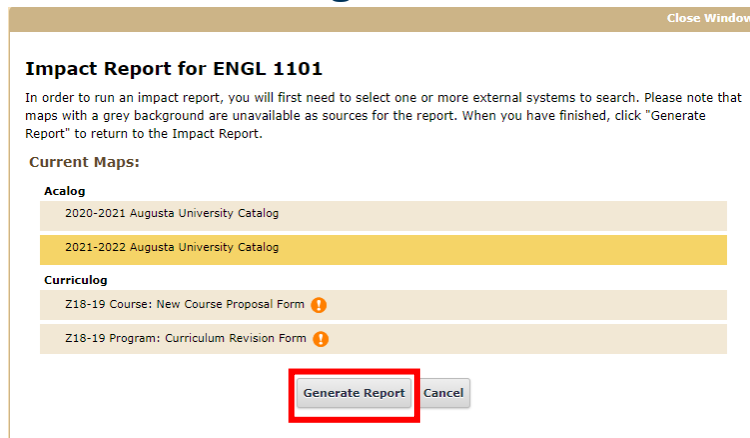


CREATING AN IMPACT REPORT

4. Select the “Run Impact Report” icon on proposal menu bar to generate an impact analysis report.



5. A dialogue box will appear and you will need to select the current catalog listed under Acalog and then click “Generate Report”.



6. A dialogue box will appear and you will need to select the current catalog listed under Acalog and then click “Generate Report”.

CURRICULOG: COURSE INACTIVATION

Impact Report for ACCT 2101

Source: 2018-2019 Augusta University Catalog

Programs Bachelor of Arts with a major in Criminal Justice
Bachelor of Business Administration
Bachelor of Business Administration with a concentration in Digital Marketing
Bachelor of Business Administration with a concentration in Financial Services
Bachelor of Business Administration with a concentration in Healthcare Management
Bachelor of Business Administration with a major in Accounting
Bachelor of Business Administration with a major in Finance
Bachelor of Business Administration with a major in Management
Bachelor of Business Administration with a major in Management Information Systems
Bachelor of Business Administration with a major in Marketing
Bachelor of Science in Health Information Administration
Bachelor of Science in Information Technology with a concentration in Business
Bachelor of Science with a major in Health Services
Minor in Accounting
Minor in Business Administration

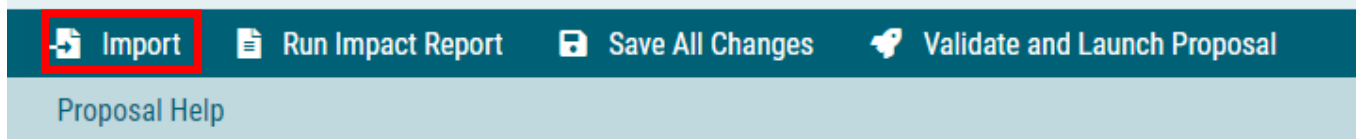
7. Print this page to a PDF and save by selecting the Files icon on the far right side of the screen.



8. Based on the returned list of programs, each college dean will need to be notified of the modification and an approval memo obtained. The approval memo(s) will be uploaded at a future step.

IMPORTING

9. Scroll to the top of the proposal pane and click the paper and arrow icon labeled “import”.



10. Select the appropriate external system to import from.

CURRICULOG: COURSE INACTIVATION

Import Data Into Your Proposal

Select an external system from which you would like to import curriculum data.

Acalog: 2021-2022 Augusta University Catalog

Cancel Import

11. Once you have selected the external system to import from, a filter box will appear. In the Filter by field drop down, select Prefix. This will allow you to search for all courses with that prefix to find the correct course to import.

Search 2021-2022 Augusta University Catalog

Using the faceted search below, locate the course or program you would like to import into this proposal.

Filter Courses

Search all courses

Or add filter

Start Date: End Date: Sort Results By:

Exclude previously imported items

Search Available Curriculum

Select Another External System

Cancel Import

12. Once you have entered the correct prefix, select Search Available Curriculum.

Filter Courses

Prefix =

Add another filter

Start Date: End Date: Sort Results By:

Exclude previously imported items

Search Available Curriculum

Select Another External System

Cancel Import

13. A list of all courses with the prefix entered will appear. Select the course you wish to inactivate.

CURRICULOG: COURSE INACTIVATION

Search Results (1 to 19 of 19)

- ACCT 2101 Principles of Accounting I
- ACCT 2102 Principles of Accounting II
- ACCT 3311 Intermediate Accounting I
- ACCT 3312 Intermediate Accounting II
- ACCT 3313 Intermediate Accounting III

14. Once you have selected the course, a new box will appear showing you which data can be imported. After you have reviewed, select Import This Item.

Field Name	Data Preview
» Course Inactivation Information: Course Prefix	ACCT
» Course Inactivation Information: Course Number	3312
» Course Inactivation Information: Course Title	Intermedia
» Course Inactivation Information: Current Catalog Description	This is the : students wi accounting

Import This Item

Return to Search

Select

15. You will be rerouted to the proposal where you can continue to answer the additional questions beginning with the routing information.

ROUTING INFORMATION

16. Choose the Academic College AND Department for the course you wish to inactivate 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.

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

CURRICULOG: COURSE INACTIVATION

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.

18. 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.

19. 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.

20. 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.

21. If the requested course inactivation 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.

22. If the requested course inactivation will affect other colleges, attach the completed impact analysis report as well as the approval memo(s) from the affected college(s).

CURRICULOG: COURSE INACTIVATION

I have completed and attached an impact report in addition to approval memos from the impacted colleges.*

Yes

Instructions for completing an impact report and approval memo templates may be found at: <https://www.augusta.edu/registrar/curriculog/resources> Even if the impact report returns no results, be sure and attach it so individuals reviewing and approving will know there is no impact to other programs.

COURSE INACTIVATION INFORMATION

23. Navigate to the Course Inactivation Information section of the proposal. Since the course data has already been imported, review the prefix, course number, course title, and catalog description before navigating to the next field. Please note, the Course Description is a system required field so you will not be able to launch the proposal without this information.

Course Prefix*

ACCT x

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

Course Number*

2101

The number consisting of up to 4 characters and an optional one-character alpha or numeric suffix, assigned by the institution.

Course Title*

Principles of Accounting I

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

Current Catalog Description*

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Format

24. Enter the effective term for the course inactivation as well as the reason for inactivating the course.

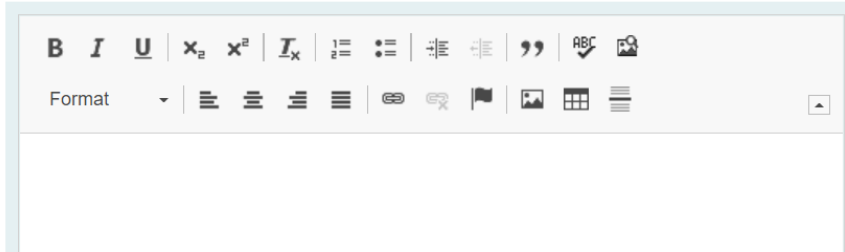
CURRICULOG: COURSE INACTIVATION

Effective Term*

Select an option

The year and term code in which the course modification will be effective.

Justification for Inactivation*



25. Continue to navigate through the proposal answering all questions. From the drop down, select all programs in which the course is part of the curriculum.

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

Select an option

26. From the drop down, select the last term in which the inactivated course will be taught.

What is the last term this course will be taught?*

Select an option

27. Select the appropriate option regarding the effect of this inactivation on students.

Does this inactivation of a course affect any active students?*

- Yes
- No-it does not affect any students.

28. If the answer to this question is yes, please confirm a teach out plan has been attached that includes a list of affected students.

CURRICULOG: COURSE INACTIVATION

The teach out plan and list of affected students is attached.*

- Yes-Required if students are affected.
- No-Not required if students will not be affected.

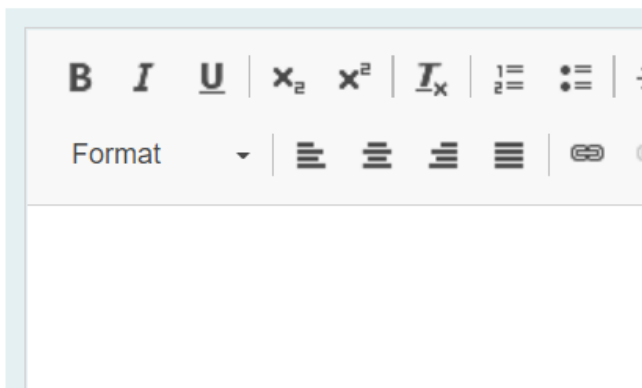
29. Please confirm by selecting one option.

Please confirm:*

- Yes, the course being inactivated is required for a current program so I have launched a program revision.
- No, this course inactivation does not effect a current program.

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

Additional Comments



LAUNCHING THE PROPOSAL

31. 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.



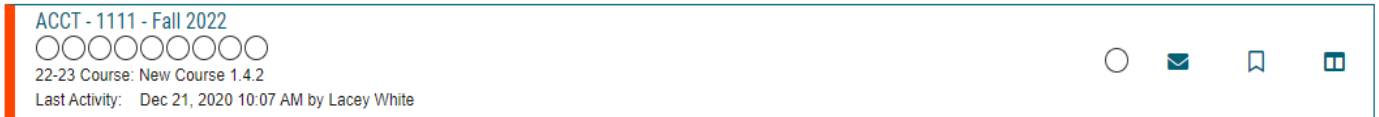
32. The proposal is now in your “My Tasks” tab.



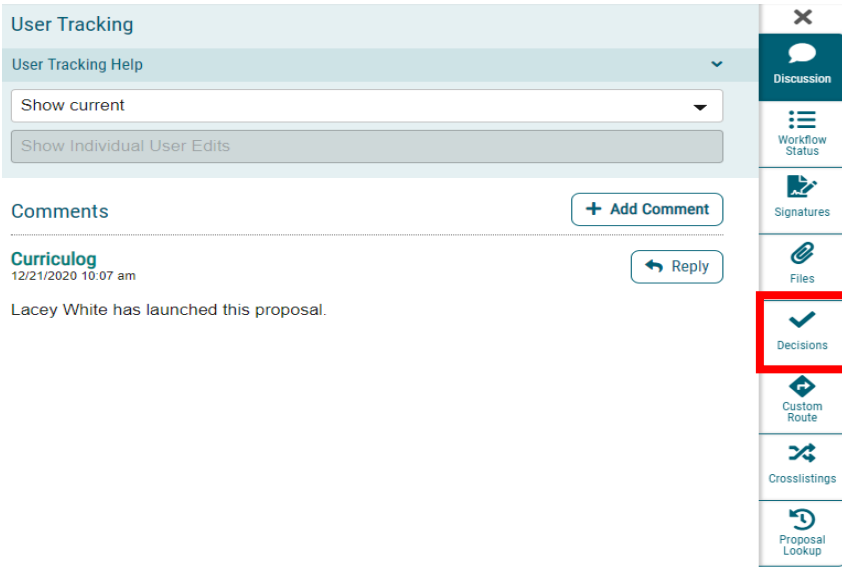
33. In order for the proposal to move forward to the next approver step, you must approve it.

CURRICULOG: COURSE INACTIVATION

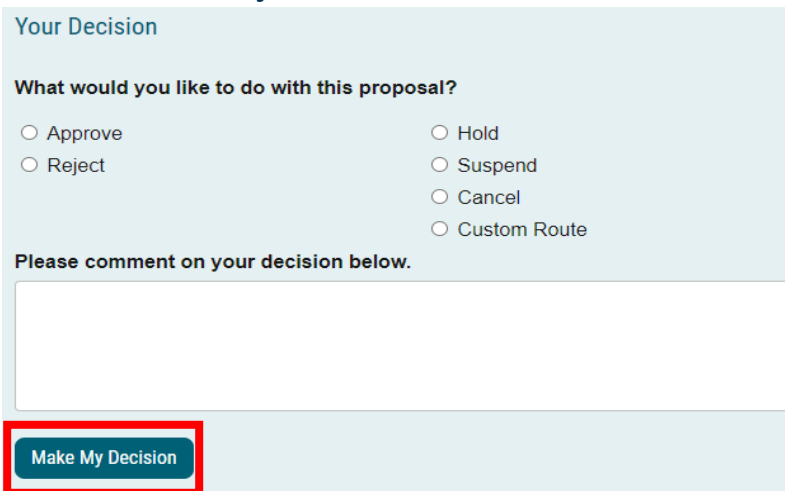
34. To approve the proposal, click on the proposal.



35. Once the proposal opens, navigate to the right hand menu bar and select the blue check mark.



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



37. If a PIN number is required, enter your PIN and click submit.

38. The proposal has now moved on to the next individual in the approval steps.

CONTACT

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