

**CURRICULUM
INVENTORY
REPORTING**

CURRICULUM INVENTORY REPORTING

PROCESS

The Office of the Registrar is responsible for collecting Curriculum Inventory Reporting data for the Health Science Campus. It records faculty effort in hours for a given semester. This information is referenced for budgeting inquiries, departmental faculty effort reports, and can also be used for many other data collection inquiries. Based on the effort entered in the CIR system, a teaching percentage is calculated for USG data reporting. It is extremely important that CIR be submitted by the deadline.

RESPONSIBILITIES

Curriculum Inventory Reporting is only for the Health Sciences courses and also includes School of Public Health. CIR submission is the responsibility of the faculty person, but this is often delegated to a designated staff person. A staff member does not automatically have access to the system, so a request from a faculty member must be made to the Registrar's Office to add access.

INSTRUCTIONS

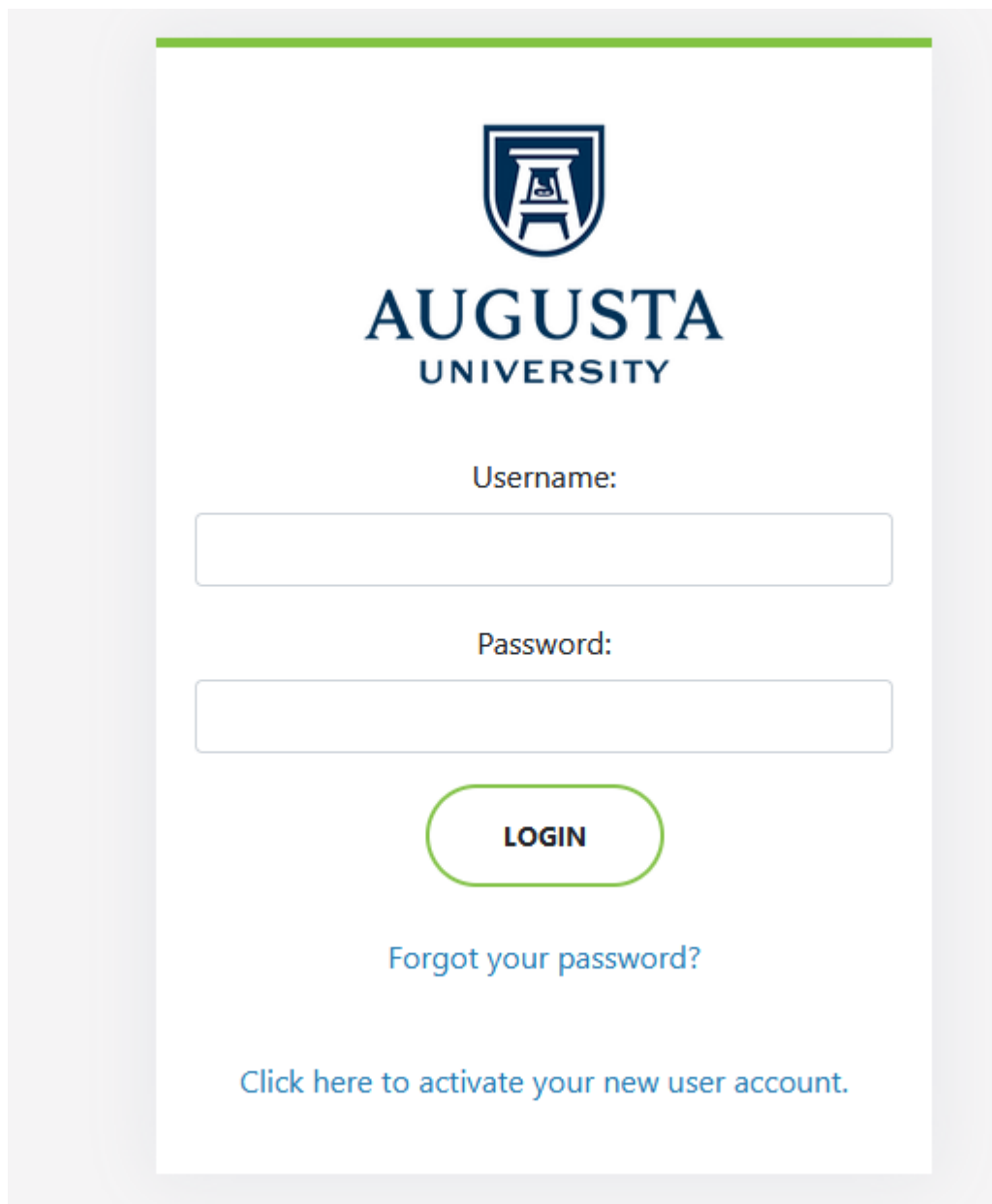
An email is sent to each department notifying them that Curriculum Inventory Reporting has been opened. These are sent from the Registrar's Office shortly after schedule adjustment has ended each term.

If you are no longer responsible for this data, please notify our office so we can reach out to the appropriate person.

Access the CIR website by visiting the link below:

<https://www.augusta.edu/registrar/cir.php>

1. Log in using your JagID and password.

The image shows a login page for Augusta University. At the top is the university's crest, a shield with a stylized 'A' and a book. Below the crest, the words 'AUGUSTA UNIVERSITY' are written in a serif font. Underneath is the label 'Username:' followed by a rectangular input field. Below that is the label 'Password:' followed by another rectangular input field. In the center is a rounded rectangular button with a green border and the word 'LOGIN' in bold. Below the button is the text 'Forgot your password?' in blue. At the bottom is the text 'Click here to activate your new user account.' in blue.

****Please note you need access to Duo to access CIR.***

2. Any courses you are currently assigned to in Banner will be available to you. If you are a departmental staff person responsible for entering CIR, any course in your assigned department will be available to you. If you would like to search through your available courses, keep it as general as possible. Enter the CRN or School and select “Search”.

Please note: If you are missing classes, please contact the Registrar’s Office at classes@augusta.edu.

Search Criteria

NOTE: [Instructions](#) are available in PDF format.

Term
Fall 2025



School
[Any School]



Subject
[AnySubject]



Campus
[Any Campus]



CRN

Course Number

Show
Both Complete and Incomplete Submissions



- Once you have selected the course and are ready to enter the hours, click the pencil icon on the left-hand side in the “Edit” column next to the CRN number.

Please note: Only whole numbers can be entered in the hour fields.

Search Results

Edit	CRN ↑	Subject	Course Number	Title	Campus	Submitted	by
	30245	RADT	3643	Rad Oncology Clin Internship	Internship	-	-
	30246	RADT	4501	Seminar in Rad Onc EBP	Web	05/30/2023	LPRETLOW
	30254	RTHP	4114	Intro Vent-Patient Mgmt	Health Sciences Campus	-	-
	30331	PTHP	7101	Evi Based Prac-Research	Health Sciences Campus	-	-
	30333	PTHP	7111	Prof Prac Expectations I	Health Sciences Campus	05/30/2023	MNOVAK

4. Confirm the course information at the top of the page is correct.

Course Information

[< Cancel and Return to Course Selection](#)

Term 202305 (Summer 2023)	Start Date 05/17/2023	End Date 08/02/2023	Weeks Taught 11 (Include Exam Week)		
Course Name RADT 3643	Section INM	CRN 30245	Title Rad Oncology Clin Internship	Campus Internship	Course Level
College 01 College of Allied Health Sci	Department 0725 CAHS Undgrd Health Professions	Students/Residents Enrolled 8	Credit Hours 6 -	Course Meets Unassigned Space	
Locked Credit Hours 	Date 06/07/2023 03:21				

5. The faculty who are assigned to this course in BANNER, the student information system, should be reflected on this form. You must indicate the faculty hours here. Any faculty member associated with this course may add hours; however, only the primary faculty or assigned staff member can submit.

Contact Registrar

Course	Name	BANNER ID	Lecture Hrs	Seminar Hrs	Lab Hrs	Clinic Hrs	Other Hrs	Prep/Admin Hrs	Total Teaching Hrs	Teaching %		Remove
RADT3643	*Hill, Cynthia J		0	0	0	0	0	0	0			
RADT3643	Kindle, Kevin Edward		0	0	0	0	0	0	0		Make Primary	Remove
									0			

[Download to excel](#)

6. If faculty members associated with this course are not on this form, you may add them in the “Select Instructor” field. Enter the instructor’s BANNER ID number or search by name by clicking the button to the right of the field.

Teaching Faculty

Be sure to list all faculty teaching the course. Indicate clock hours of time for the entire term for each area noted.

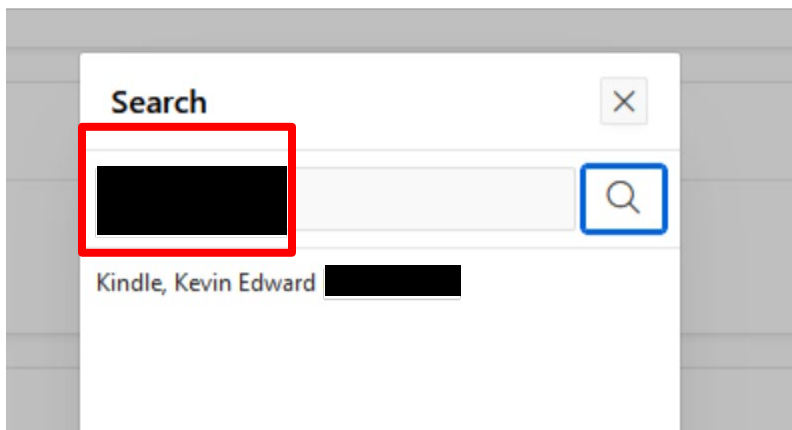
Select Instructor



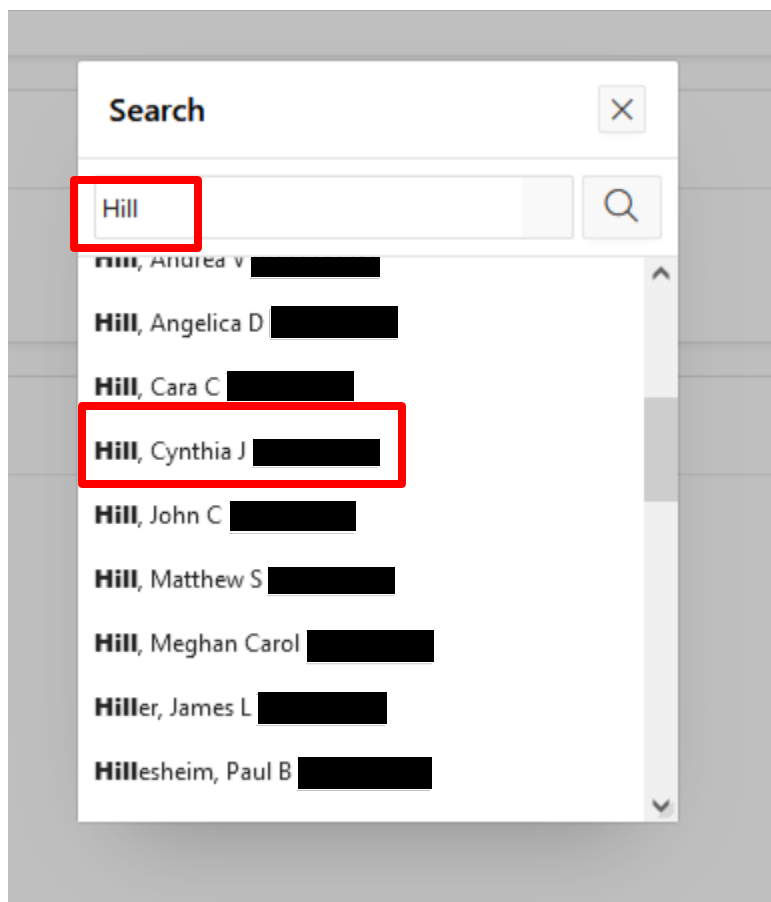
☐ Add as Primary Instructor?

Add Selected Instructor

You will see a screen like this.

A screenshot of a search modal window. The window has a title bar with the word "Search" and a close button (X). Below the title bar is a search input field, which is highlighted with a red rectangle. To the right of the input field is a search button with a magnifying glass icon, highlighted with a blue rectangle. Below the input field, a search result is displayed: "Kindle, Kevin Edward" followed by a black redaction box.

OR you can search by name. Try different variations: First and last or just last name for example until you find who you are looking for.



Please refer to the guidelines below for entering and recording faculty efforts.

Lecture	A presentation of instructional material involving minimal periods of student discussion or active participation
Seminar	A presentation of instructional material in which students are expected to participate in the discussion of the material
Lab	The portion of a course devoted to the performance or observation of experiments, application of principles or techniques, dissection of specimens, or demonstration and practice of procedural or clinical skills in an instructional (not patient care) setting
Clinic	Includes clinic supervision, teaching rounds, delivery/operating room supervision, or teaching in any other clinical or patient care setting. Since the primary purpose of this time is patient care, an “allowance” for teaching time is one hour per half day or two hours per full day of clinical teaching.
Other	Course-related activities such as lecture/seminar contributor, grading, office hours, advising/counseling students, etc.
Prep Time	Developing course materials, evaluating student progress, coordinating participation by other faculty, etc.

- After all information is complete and verified, click “Save Changes”. Once you are ready to lock this course and submit the data to the Office of the Registrar, click “Submit to Registrar” at the bottom right of the screen.

Save Changes

Submit to Registrar

8. If **changes need to be made after you have locked the course and submitted to the Office of the Registrar**, you will need to email classes@augusta.edu including the CRN to reopen to make changes. Remember to re-submit after the changes have **been made**.

TIMELINE

Spring term information is due by February 22, Summer term information is due by July 8, and Fall term information is due by October 7. These are the hard deadlines for submission to USG. You will get a deadline 2-3 days earlier from the Registrar just to ensure all the information is ready for official reporting.

Please note: If the date falls on a Saturday, please submit Friday. If the date falls on a Sunday, please submit on Monday.

Term	Deadline
Fall	October 7
Spring	February 22
Summer	July 8

NOTES

Additional information may be found on our website by visiting the link below:

<https://www.augusta.edu/registrar/cir.php>

CONTACT

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