



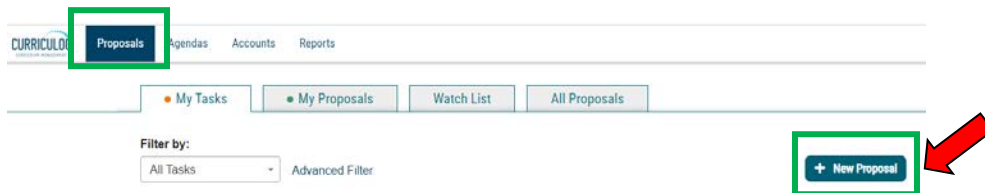
### 1. Login [uhd.curriculog.com](http://uhd.curriculog.com)

- The link on the page will direct you to Curriculog where you will log in using your UHD username and password.

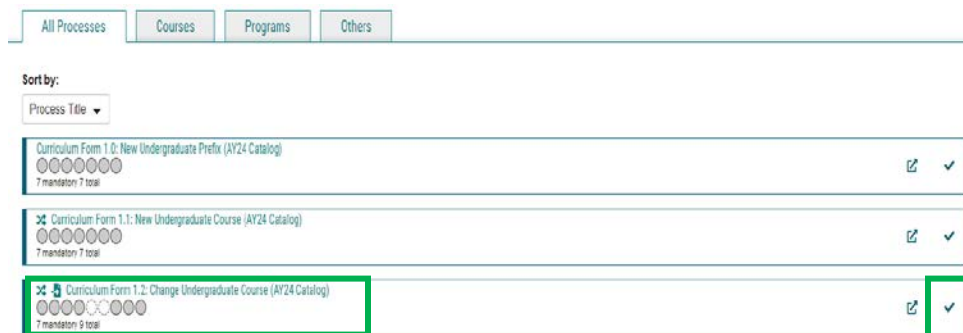


### 2. CREATE a New Proposal

- Choose the **Proposals** Tab



- Select Change Undergraduate Course or if you are revising a General Education course select General Education Course Revision. Then select the checkmark to start creating the proposal.  
(Note: "New Proposal" means any proposal – not just a New Course proposal)



### 3. Import Course from Acalog (Course Catalog)

- You are revising existing course information and are able to import the existing course from the academic catalog.
- Select the appropriate catalog – Graduate or Undergraduate.
- Search for course by adding a filter such as Prefix and Code (course number)

Curriculum Form 1.2: Change Undergraduate Course (AY24 Catalog)

Search Curriculum Inventory

Prefix  Code

Name

Source

Exclude previously imported results

- Click
- Once you have found the course you wish to revise click on it and select the “Preview & Build” button

Show: 20 results

AA 3301 Professional Ethics This course will examine the role of ethics as a professional and in the administration of public and private sector organizations. An emphasis will be on the influence of legal, economic, regulatory, and cultural conditions in determining ethical behavior...	<input type="button" value="Preview &amp; Build"/>
AA 3302 Administrative Communication A study of the skills necessary to communicate effectively in the workplace...	<input type="button" value="Preview &amp; Build"/>
AA 3303 Information Technology Administration The use of information technology in commercial and industrial enterprises...	<input type="button" value="Preview &amp; Build"/>
AA 3304 Budgeting for Administrators The use of accounting and budgeting information for non-financial administrators in public and private sector organizations. Emphasis is placed on the interpretation, analysis, and reporting of accounting information rather than its preparation. This course will utilize the tools...	<input type="button" value="Preview &amp; Build"/>
AA 3305 Human Resource Administration This course examines the major trends in human resources including problems and issues faced by organizations and individuals in the public and private sector. Responsibilities of the human resources department and the roles of administrators and clients of the human resources de...	<input type="button" value="Preview &amp; Build"/>
AA 3306 Decision Making Skills for Administrators This course emphasizes the study of important decision-making tools and their uses by administrators for planning and controlling purposes, both in public and private sector organizations...	<input type="button" value="Preview &amp; Build"/>
AA 3307 Administrative Leadership This course examines the nature and scope of leadership as it relates to administration and direction of the workforce. The techniques for leadership, empowerment and team building are emphasized...	<input type="button" value="Preview &amp; Build"/>
AA 3308 Negotiation and Mediation This course examines the nature of conflict and the methods to resolve conflict with an emphasis on collaborative problem solving and mediation. The theory and practice of negotiation are also studied, and students are given the opportunity to practice negotiation and mediation t...	<input type="button" value="Preview &amp; Build"/>
AA 3310 Administering Organizational Change Change is the only constant facing an administrator. The accepted ways of reorganizing change and modifying the organization's position and behavior to gain the most from change is the focus of this course...	<input type="button" value="Preview &amp; Build"/>

4. Click

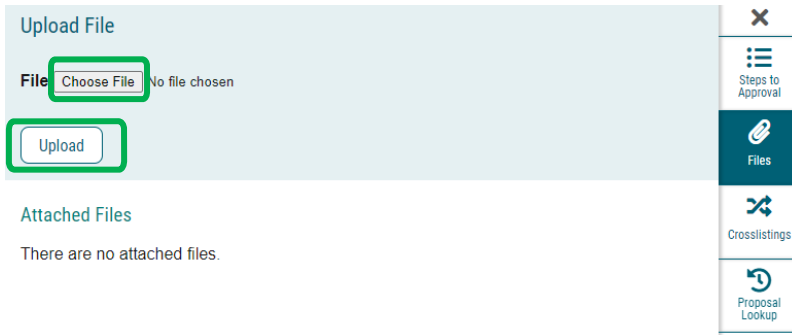
Import Data into your Proposal

Field Name	Data Preview
1.2 CHANGE TO EXISTING UNDERGRADUATE COURSE: 7. Department	[no data]
1.2 CHANGE TO EXISTING UNDERGRADUATE COURSE: 8. Course Subject	Applied Administration
1.2 CHANGE TO EXISTING UNDERGRADUATE COURSE: 9. Prefix	AA
1.2 CHANGE TO EXISTING UNDERGRADUATE COURSE: 10. Course Number	3301
1.2 CHANGE TO EXISTING UNDERGRADUATE COURSE: 11. Course Title	Professional Ethics
1.2 CHANGE TO EXISTING UNDERGRADUATE COURSE: 13. Catalog Description	This course will examine the role of ethics as a professional and in the administration of public and private sector organizations. An emphasis will be on the influence of legal, economic, regulatory, and cultural conditions in determining ethical behavior.
1.2 CHANGE TO EXISTING UNDERGRADUATE COURSE: 16. Lecture Hours	3
1.2 CHANGE TO EXISTING UNDERGRADUATE COURSE: 17. Lab Hours	0
1.2 CHANGE TO EXISTING UNDERGRADUATE COURSE: 18. Total Credit Hours	3
1.2 CHANGE TO EXISTING UNDERGRADUATE COURSE: 19. Prerequisite(s)	60 completed hours and declared BAAS major.
1.2 CHANGE TO EXISTING UNDERGRADUATE COURSE: 20. Corequisite(s)	[no data]
1.2 CHANGE TO EXISTING UNDERGRADUATE COURSE: 22. Equivalent or Crosslisted Course(s)	[no data]

- Fill out the form and save
- **DO NOT EDIT** any of the data that was imported.
- Only fill out form fields that were not populated by the import.
- Save your work at any point by clicking the “Save” button at the bottom of the form – you can come back to it later if needed.

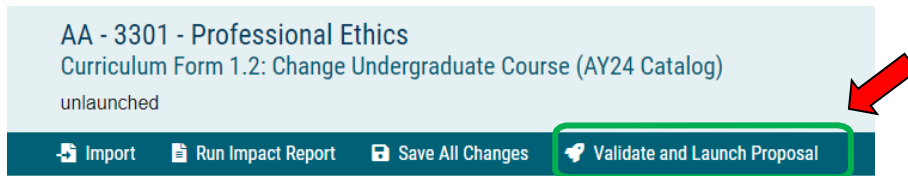
## 5. Attach required files.

- Attached required forms such as a course syllabus. Navigate to the “Proposal Toolbox” in the right pane and select the “Files” button. Choose your file and upload.



## 6. LAUNCH Proposal

- At the top of the proposal select the “Validate and Launch” button in the upper right corner to launch the proposal



- Click the Launch Proposal button

### Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the “My Proposals” tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.



## 7. Approve

- Once you have launched the proposal it will begin the approval process
- The proposal will appear in your task list under the “My Proposals” tab
- Note: You may not edit** the proposal after launch unless you are included in a particular step of the approval process

