

Best Practices and Guidelines for Curriculog Users

- Always read and follow the instructions within all the proposal submission forms.
- Always input your new courses within Curriculog first. This is helpful during the Curriculum team's technical and curriculum review. If these new courses are implemented within a program change the Curriculum team will check Curriculog to make sure that these proposals have also been submitted. If they have not been submitted, it will slow down the approval process for the program change.
- When creating new courses, we recommend creating a Word document, in which you can save on your desktop and keep a url link list of all new courses being implemented within Curriculog. This way if and when you do a program change and the proposal e-form asks for verification that the new course proposal submission has been entered, all you have to do is copy and paste it from your list.
- Have knowledge of your colleges curriculum committees, procedures and policies.
- Communicate with each other within your department and college so we don't get multiple proposals with the same or different proposal request. We will only approve the one that was submitted first and reject the rest.
- Always **Launch** your proposal before making changes to it so that your tracked changes function can TURN on.
- If you submitted a proposal or approved a proposal and need the proposal to come back to your approval step, you will need to contact the Curriculog administrators (Haley and Monica) through the university catalog website and let us know we should reject your approval of the proposal so it can travel back to your custody.
- If the originator submitted and approved a proposal that has gone on to its next step (technical review) and they no longer want the proposal to be reviewed or implemented. The originator must contact the Curriculog administrators so the proposal can be removed.
- If you are requesting to custom route a proposal and you don't want the approval step settings to be unique or different then what is already set within Curriculog, make sure to give the Curriculog administrators specific approvals for the rules, the decisions, and deadlines. Otherwise, the Curriculog administrators will fill out the settings based on how an approval step is already filled out.
- When moving a proposal forward, the system will ask for your 4-digit pin number that will be used as your approval signature. Please memorize or know where to locate it within your account settings.
- If you are submitting a SCO for a course change or new course, make sure your Curriculog proposal matches your SCO. The curriculum office does not collect these with the exception of lower division courses that are requesting to be articulated. The curriculum team also does not check the SCO, thus, it is the responsibility of the originator to make sure the SCO and Curriculog proposal match in course information.
- If you are changing a cross-listed or double-numbered course, make sure to submit changes for all of the partnered courses according to rules set by the Curriculum Handbook!
 - For a double-numbered course, everything except the prereqs must match.

- For a cross-listed course, everything must match.
- Please check your “My Tasks” and “My Proposals” tabs frequently. If the Curriculum Office has questions, they will leave those questions in comments on the proposal. It is your responsibility to make sure that questions are addressed.