

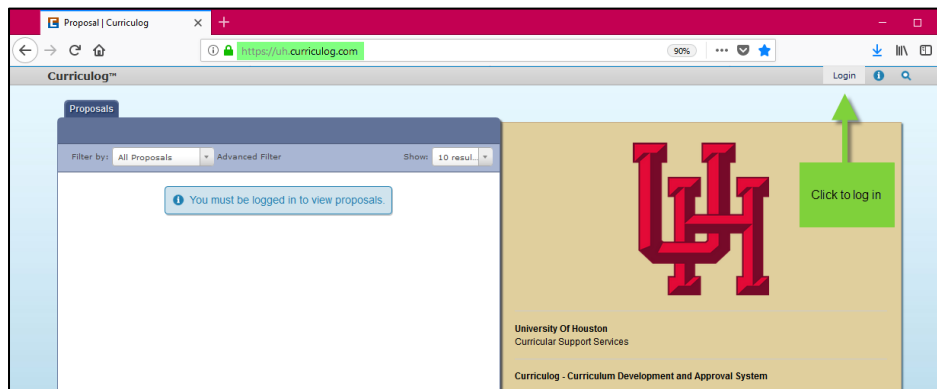
OUR – Curriculum Development Support and Academic Publications



2c. Courses – Delete Existing Course

Login

1. Go to <https://uh.curriculog.com>



Who has access?

- All faculty and the staff that have staff/faculty designation in PeopleSoft have access to Curriculog.

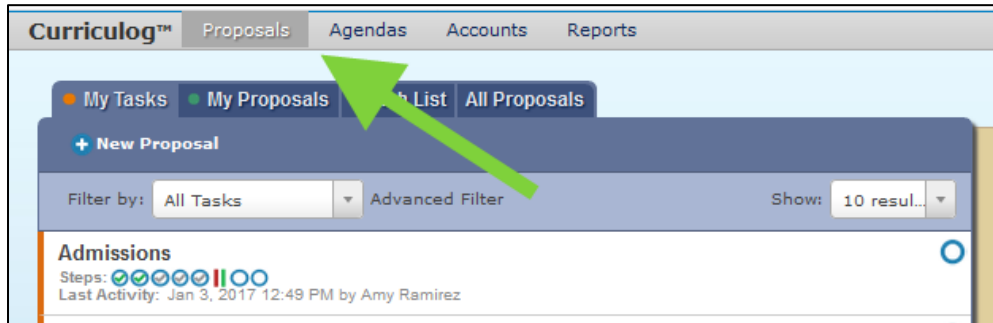
2. You will automatically be redirected to a different sign-in screen for your CougarNet ID and password.

The screenshot shows a web browser window with the URL <https://shib.uh.edu/idp/Authn/UserPassword>. The page header includes the University of Houston logo and a navigation menu with items like About, Academics, Admissions, Student Life, Research, Athletics, News & Events, and Giving to UH. The main content area is titled "UH Single Sign-On Login" and contains the instruction "Please login using your UH CougarNet account". Below this are two input fields labeled "CougarNet" and "Password", a red "Sign in" button, and a yellow "Need Help?" button. A green oval highlights the "UH Single Sign-On Login" title. A green box with the text "Enter your CougarNet ID and Password to sign in." has an arrow pointing to the input fields. Another green box with the text "Information confirming UH Curriculog will be the applicatoin you will enter after successful login." has an arrow pointing to the Curriculog logo. The Curriculog logo features the word "CURRICULOG" in a large, blue, sans-serif font with a blue arc above it, and "CURRICULUM MANAGEMENT" in a smaller, blue, sans-serif font below it. At the bottom of the page, there is a paragraph of text: "Curriculog is a web-based workflow tool designed specifically to manage changes to curriculum and catalogs. The tool replaces the paper-based forms, providing process transparency and accountability. For questions concerning Curriculog, please contact the Curriculog technical support team, led by the Office of the University Registrar, by emailing Curriculog@uh.edu."

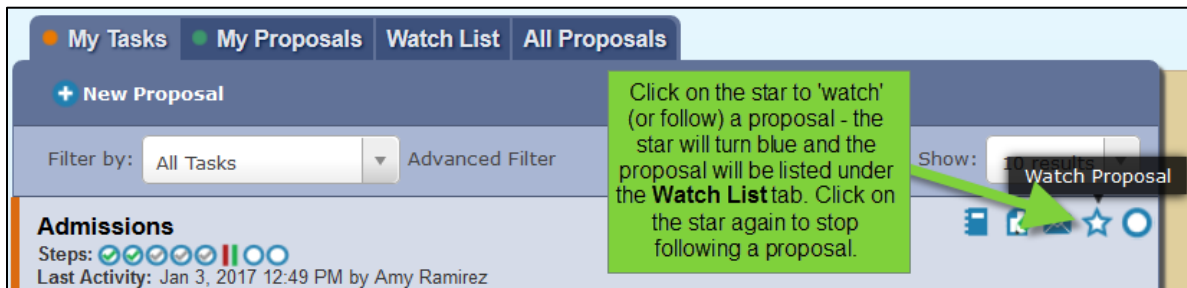
When you successfully enter your User ID and password, you will be redirected back to the default Curriculog dashboard view.

Proposals Tab

The default view upon logging in to Curriculog includes the Proposals Module within the **My Dashboard Panel**. Within the Proposal Module, you have access to the **My Tasks**, **My Proposals**, **Watch List**, and **All Proposals** tabs on the left side and on the right-hand side, **My Recent Notifications** with any pertinent communications and **My Upcoming Events**, which includes a calendar with upcoming deadlines.



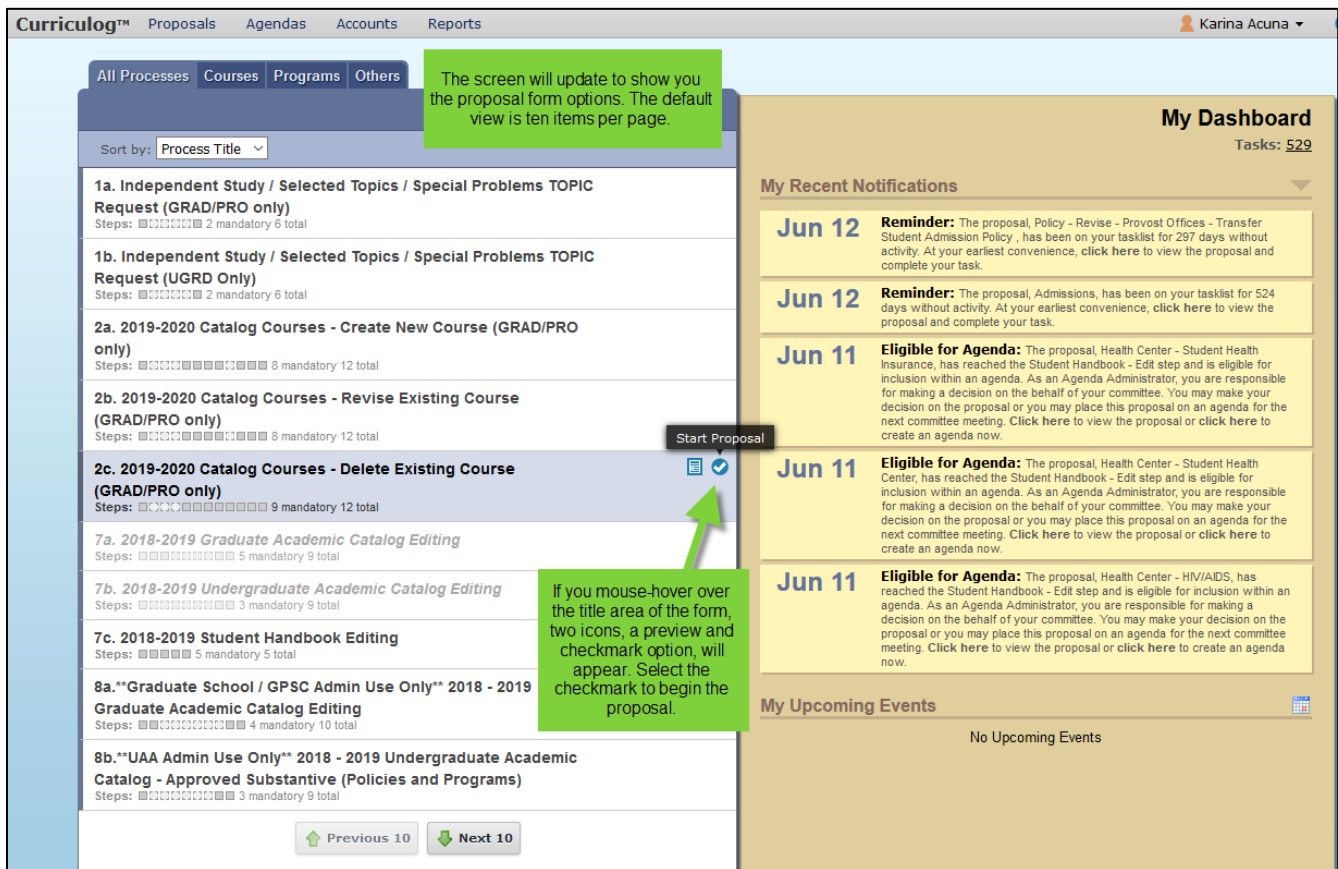
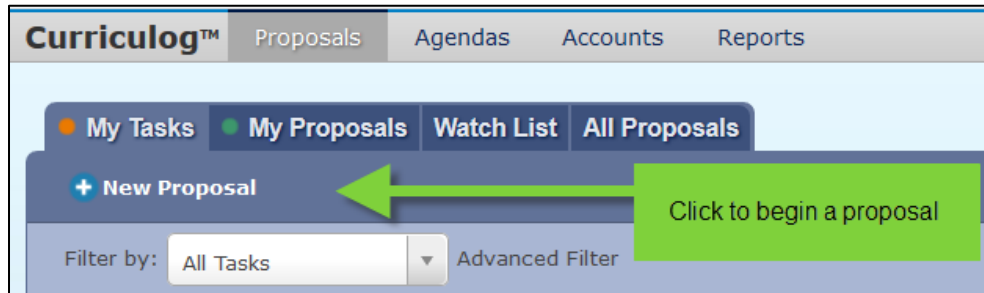
- **My Tasks** - lists all proposals assigned to you and awaiting action.
- **My Proposals** - lists all proposals you have created, whether they have been launched or not.
- **Watch List** - lists all proposals you have selected to watch. You may or may not have editing permissions or decision making abilities on an item you are watching, as you are able to watch any proposal in progress. You may choose to stop watching a proposal at any time.



- **All Proposals** - lists all of the active proposals in Curriculog.

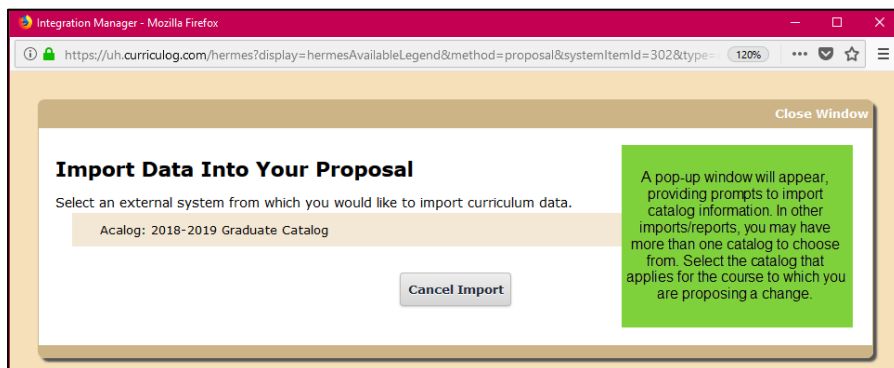
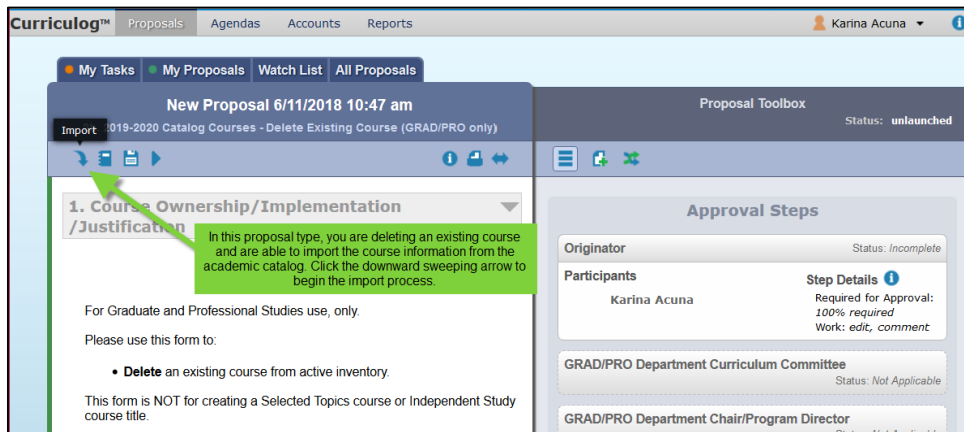
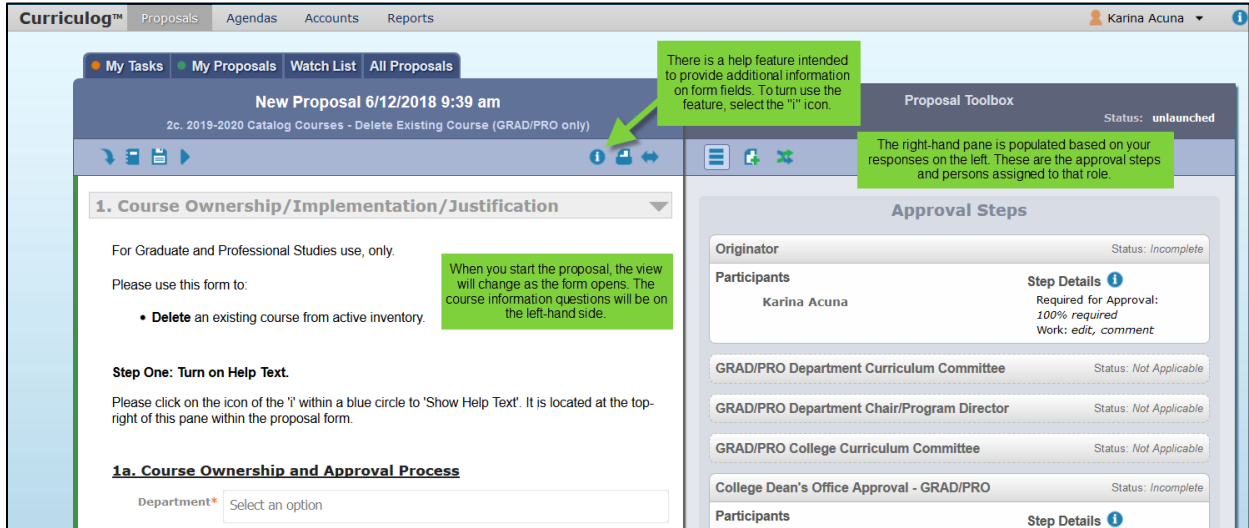
DELETE Existing Course

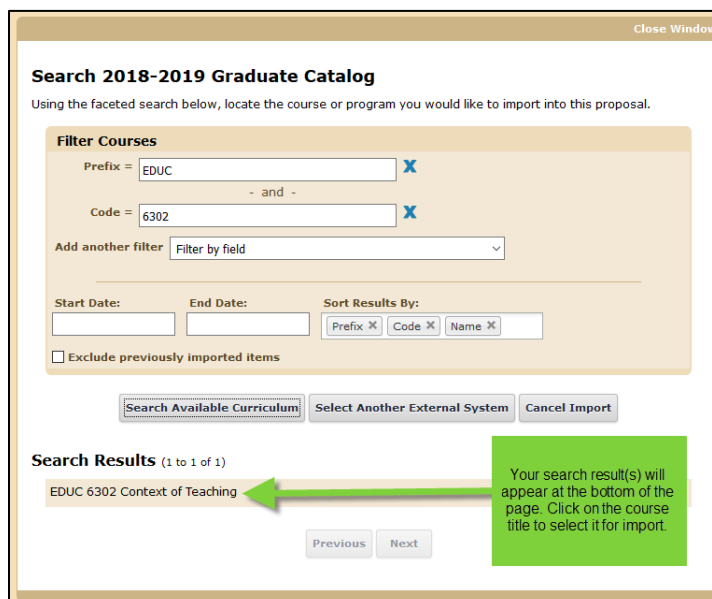
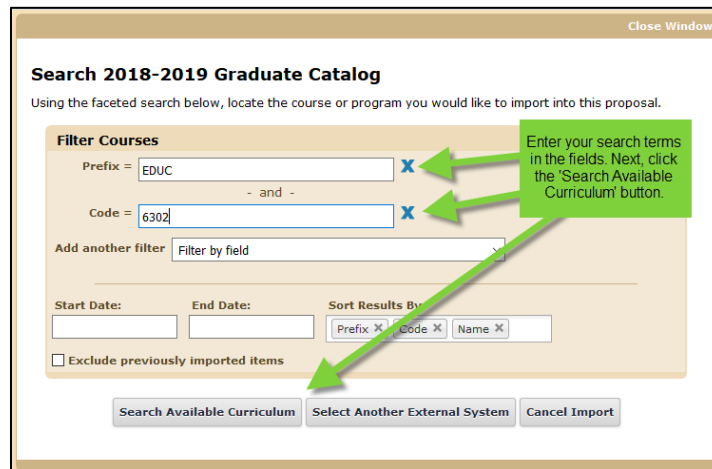
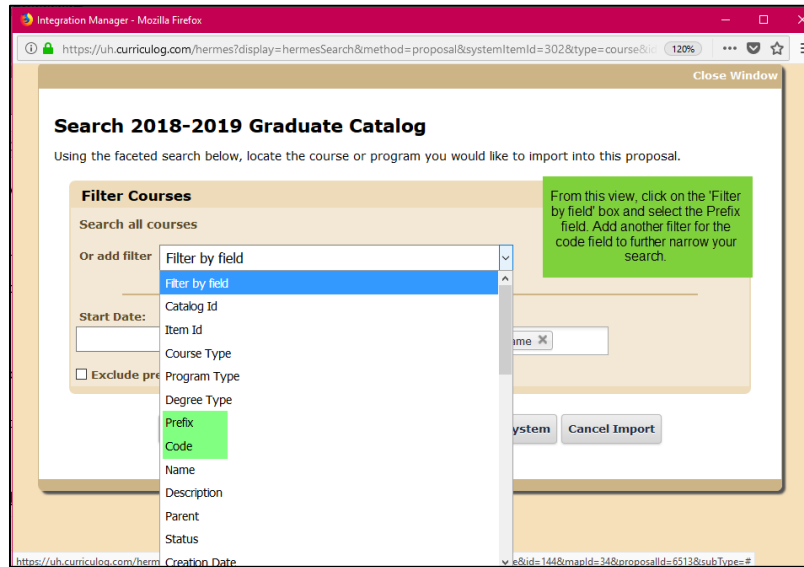
- Selecting the icon of the plus sign in the blue circle “New Proposal” will initiate the creation of a new proposal.



General Field Type Instructions

- Note: the instructions below are as example to familiarize you with the function of Curriculog, not as specific instruction for the proposals, however, the workflow is consistent within other proposal forms. Instructions per form are included as Help text with each proposal form
- A course proposal will include Prefix, Code, Name, and Hierarchy Owner as the default fields





Close Window

Import Data Into Your Proposal

Confirm the fields that will be imported into your proposal (only fields that are mapped will be listed here). If you would like to prevent the imported data from overwriting an existing field in your proposal, click 'Import Field' to uncheck that field.

Once you click Import, your data will be validated against the proposal. Any data that is incorrect will have a message telling you what is wrong with the data, and it will not be imported into the form to prevent errors.

Field Name	Data Preview	Import Field
» 2. Course Catalog Information: Instructional Area/Course Prefix	EDUC	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Course Number	6302	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Long Course Title	Context of Teaching	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Short Course Title (30 character limit) Do NOT use periods for abbreviations	Context of Teaching	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Instruction Type	Practicum	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Credit Hours	3.0	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Lecture	0	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Lab	12	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Course Credit Level	Doctoral	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Grade Option	Letter Grade	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: CIP Code (include all 10 digits, including periods and spaces. Must use this format: ##.####.## ##)	13.0301.00 04	<input checked="" type="checkbox"/>
» 2. Course Catalog Information: Prerequisite(s)	[no data]	<input type="checkbox"/>
» 2. Course Catalog Information: Corequisite(s)	[no data]	<input type="checkbox"/>
» 2. Course Catalog Information: Course Description (75 word limitation)	[no data]	<input type="checkbox"/>
» 2. Course Catalog Information: Course Notes	[no data]	<input type="checkbox"/>

Required Fields

- Fields denoted with an asterisk, such as the Hierarchy or Program Type, are required in order to launch a Proposal.
- Items listed in drop-down menus are part of a data set. When you click on a data set field, Curriculog will list available Hierarchy Entities (unit/department) allowing you to select an option.

1a. Course Ownership and Approval Process

Department* Dataset

The selections of the department and the determined that a be regenerated to required).

Please note: these launched. If a char

- University of Houston
- Architecture and Design
- Arts, College of the
- Art
- Arts Leadership [ARLD]
- Interdisciplinary Art [IART]

When you select an item(s), it will be highlighted blue and you will click 'Done'. The item(s) selected will now be visible within the proposal form.

1a. Course Ownership and Approval Process

Department*

The selections of the con department or college sel and will need to be regene

Please note: these select the proposal will need to

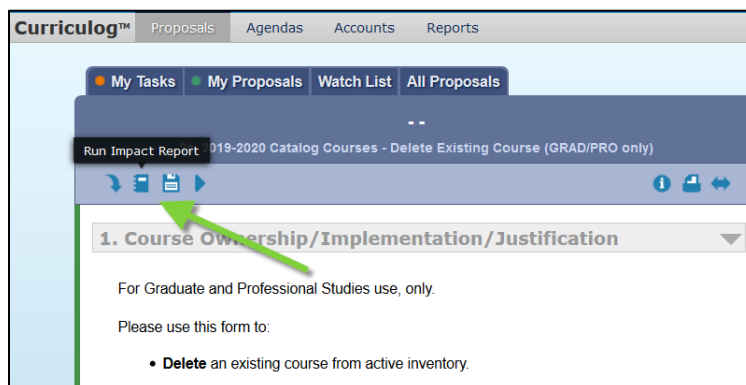
All proposals require Grad

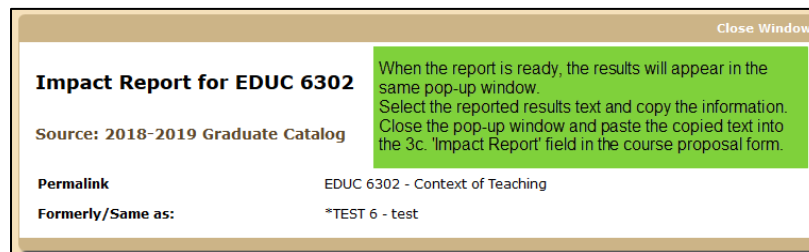
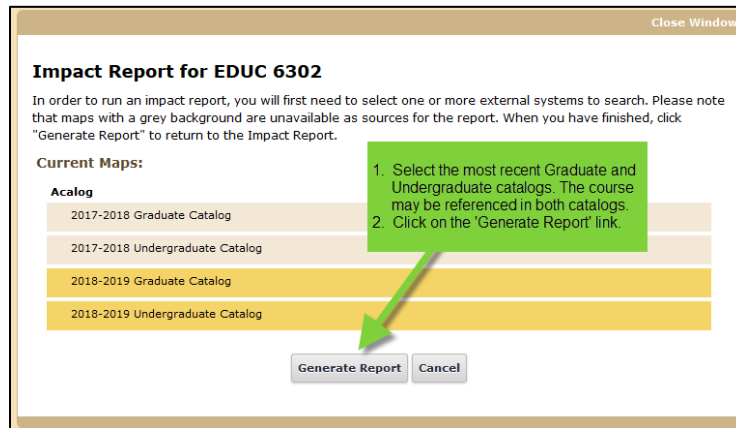
Required Approval Steps

- University of Houston
- Architecture and Design
- Arts, College of the
- Art
- Arts Leadership [ARLD]
- Interdisciplinary Art [IART]
- Music
- Theatre & Dance

Completing Proposal Fields

1. Course Ownership
 - 1a. Course Ownership and Approval Process
 - Select the department that owns the course
 - Identify required approval steps for proposal in your program
 - 1b. Cross-Listing Courses
 - Select 'yes' or 'no' if the course will be offered under more than one department
 - If 'yes', is there an agreement with the other department for the course offering
 - Identify the department and course title of the cross-listing
 - 1c. Implementation
 - Select the academic year that the change will take effect
 - Select the terms that you will typically offer the course. This will be used to help program the degree plan and guide the student for efficient completion of the course sequence.
 - 1d. Cause for deleting the course
 - Select one or more options that reflect the cause for deleting the course
 - State the justification for the deletion of course if 'other' selected on prior question
 - State the rationale – why does the course need to be delete?
2. Course Catalog Information
 - 2a. Course Prefix/Number/Titles
 - Enter the new course prefix/number and title
 - Provide the course description
3. Impact to Existing Plans and Courses
 - 3a. Impact to Existing Plans
 - Indicate if the course will be required for a program
 - If yes, indicate which program
 - 3b. Impact Report
 - Scroll to the top of the screen. Look for the three icons on the left-hand side of the screen. Select the second icon that resembles a notebook. A pop-up window will appear for your report selections.

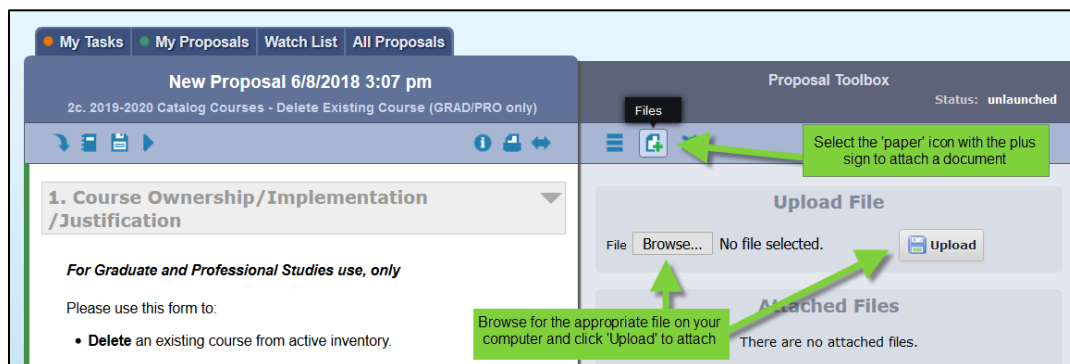




- 3c. Notification
 - Has the department/college using the course in their plan been notified of the course deletion?

4. Suggested Attachments

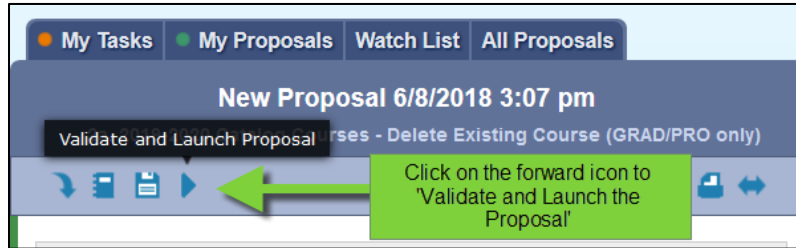
- 4a. Select which type of attachment (if any) is being added to the course proposal request



5. Additional Information Regarding This Proposal

- Contact person for questions about proposal
 - Select the 'Add Item' link and choose the most appropriate contact person that can answer questions about this proposal. If the person is not listed, select "Other, not listed" and provide information in the 'Comments' field beneath.
- Comments:

- Please provide any additional information needed to help with the consideration of the proposal.
6. When all required fields are completed, return to the top and click 'Launch Proposal' icon again. This should launch your proposal onto the workflow approval steps.



- Once you launch the proposal, you will be the first approval step as Originator. You will now see additional icons in the "Proposal Toolbox." Before entering an approval decision, review and confirm the responses and attachments added to the proposal.
- Once any necessary changes are made, navigate to approve your proposal and it will immediately move on to the next approval step.

