Administrative: Unit Change



Office of the registrar

user instructions

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# PROCESS

The proposal is used by the Registrar’s Office to process administrative changes to a unit. Changes may include an updated name of a center, college, department, institute, or degree program.

# ORDER OF APPROVERS

Approval Process Key:

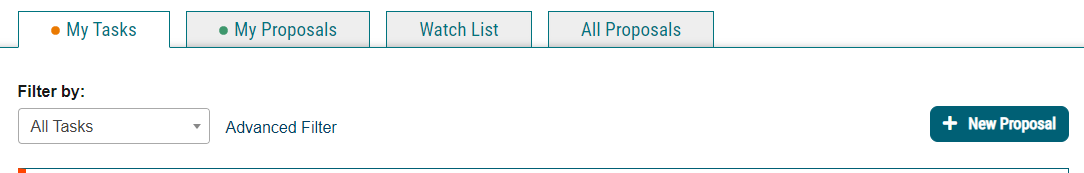
|  |  |  |
| --- | --- | --- |
| **Approval Stages** | **Implementation Stage** | **Review** |

# 

# INSTRUCTIONS

## Completing the Proposal

1. Login to Curriculog using your net ID and password. <https://augusta.curriculog.com>
2. Select “New Proposal” from the task menu.



1. Hover over the proposal titled “Administrative: Unit Change” and click the blue check mark in order to begin.

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1. Navigate to the **Routing Information** section of the proposal.
2. Choose the Academic College **AND** Department by clicking in the field. This will generate a drop down list of all Academic Colleges and Departments. You may only select two options.

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1. Select the appropriate option regarding The Graduate School.

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1. Select the appropriate option regarding the department Chairperson.

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1. Navigate to the **Change Information** Section.
2. Select all of the requested changes that apply.

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1. Enter the date that these changes will be implemented.

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1. Select the appropriate options regarding the **originating** college, department, and old course prefix. Enter the **receiving** college, department, and new course prefix in the fields below.

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1. Enter the current name of the **Center, College, Department**, or **Institute**.

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1. Enter the updated name of the **Center**, **College**, **Department**, or **Institute**.

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1. Please confirm by selecting the appropriate choice listed below.

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1. If additional comments are needed, please include those details in the field below.

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1. Navigate to the **Contact Information** section.

1. Provide the contact information regarding the point of contact for this unit change.

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## **Launching the proposal**

1. 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.



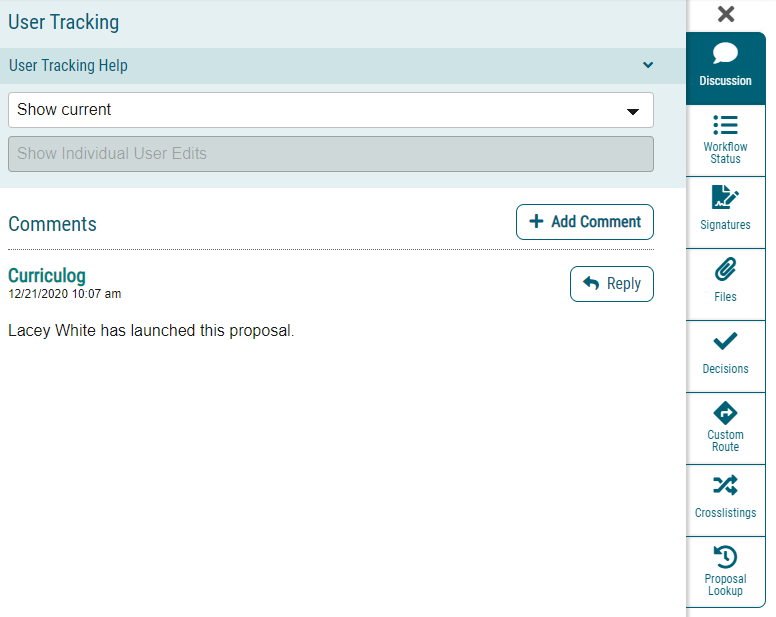
1. The proposal is now in your “**My Tasks**” tab.
2. In order for the proposal to move forward to the next approver step, you must approve it.



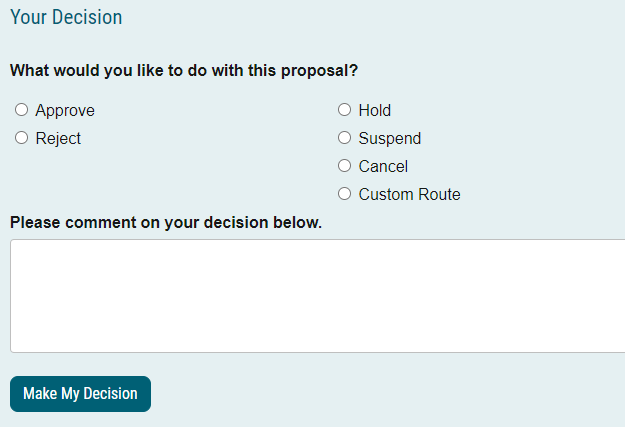
1. To approve the proposal, click on the proposal on your task list.



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



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



# CONTACT

If you have any additional questions, please contact our office at [**curriculog@augusta.edu**](mailto:curriculog@augusta.edu)**.**