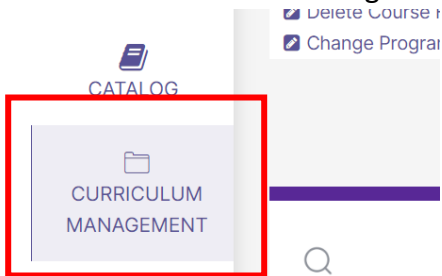


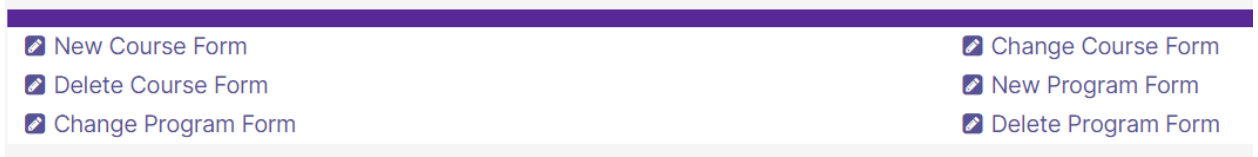
Using SmartCatalog Curriculum Management

This document provides instructions, including screenshots, and descriptions of the Course Change and New Course Forms for the [SmartCatalog Curriculum Management](#) system.

1. Be sure you are logged into My Hamilton
2. Log into the SmartCatalog system by clicking on the “Log In” link in the upper right corner of the screen. (You will not need to re-enter your login credentials)
3. Click on Curriculum Management in the left margin:



4. Select the applicable action from the Curriculum Dashboard (e.g. New Course Form, Change Course Form, etc.)



New Courses:

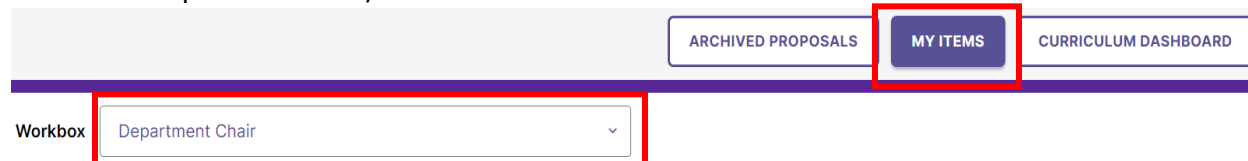
- Select “New Course Form” from the Curriculum Dashboard.
- A blank form will populate for you to complete. Please be aware of all “Required” sections as well as the additional notes built into the form. These notes are very helpful.
- If you wish for this course to be cross-listed, select the “Will this Course be Cross-Listed?” box. (**NOTE:** Do NOT select your department from the Impacted Department list)
- Do NOT provide a Course Number for new courses. The Registrar’s Office will determine the number for new courses. If the course is to be cross-listed, the number will need to be available for all impacted departments. If you prefer a particular number, please provide that information in the Rationale section.
- **Course Description:** This is the text that will appear in the catalog. Please remember that, if you enter term-specific information here (e.g. specific assignments students will complete), you will need to ensure that information stays updated semester to semester. Another option is to add this or any other additional clarifying information to the “Additional Information” section.

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- **Additional Information**: This is a good place to note information about populations the course might be available to, or closed to (ex: Not open to Senior ECON majors). Enter additional information that you would like to appear in the Catalogue, that is not part of the course description. Do not list prerequisite or corequisite courses here.
- **Enrollment Limit**: Use the drop-down menu to select the applicable course type. If the number you have in mind is not listed, select “Other” and complete the “Other Enrollment Limit” and “Rationale for Other Enrollment” boxes that will populate.
- **Prerequisites**: Please be specific in crafting the Prerequisite Narrative. For example, don’t just list several courses without including “and” or “or” as these qualifiers matter. Use the “Select Course” button to select the specific courses to use as prerequisites.
- **Schedule**: Selecting the applicable term and yearly cycle is optional. Note that “Open to First Year Students” is not the same as FYC. It just notifies the Registrar’s Office as to whether or not this course should appear on the Advisement Tour for incoming students. For the FYC option, select “First Year Course” under the **Course Types** section.
- **Course Types**: For most course types you choose, a text box will open when you select the check box. You will need to enter a rationale for how this course meets the specific course type guidelines (e.g. SLOs). If you are selecting “First Year Course,” “Proseminar,” “Seminar,” “Writing-Intensive,” or “Speaking-Intensive” in this section, please make sure your selection matches what you selected above for “Enrollment Limit.” “First Year Course” = FYC.
- You must provide a rationale but do not need to attach supporting documents.
- You can click “**Save**” at any point to save your progress. In order for the form to move onto the next level, however, you must select the “Approve” button in the left column.

IMPORTANT NOTE FOR DEPARTMENT CHAIRS AND PROGRAM DIRECTORS:

If you are submitting a new course or course change, you will need to also approve the course in the workflow as the Department Chair/Program Director. Once you approve the initial submission, go back to the dashboard and select “My Items” and “Department Chair” (from the Workbox drop-down menu).



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“LOCK” Feature:

Anytime a course is saved or submitted, a “LOCK” button will appear at the top of the form. You need to click this button in order to LOCK the form so that no one else can access it and/or make any changes while you are working on it. When you are done, you will UNLOCK it.

The proposal is unlocked.



The proposal is locked by you.



Course Changes:

- Select “Change Course Form” from the Curriculum Dashboard.
- A box will populate for you to select the applicable course. Use the drop-down menus to select the department, course level, and then specific course you wish to change. Click on the (purple) course that appears next to the word “Cancel” to proceed.
- The current course information will autofill.
- You can change the descriptions and other details but the Department, Subject Code, and Course Number cannot be edited.
- If you wish to cross-list this course with another department, select the applicable Impacted Department from the list. This will allow the other department/program to approve the request within the Curriculum Management Workflow before it goes to CAP. (**Note:** Do NOT select your own department in this step.)
- Please be aware of all “Required” sections as well as the additional notes built into the form. These notes are very helpful.
- Edit any additional course information as needed. Here is some guidance for specific areas of the form:
 - **Course Description:** Please note that this is the text that will appear in the catalog. Avoid describing specific homework assignments, etc. that may change from semester to semester. The “Additional Information” section can be used for any additional clarifying information. This field is limited to 800 characters.
 - **Additional Information:** This is a good place to note information about populations the course might be available to or closed to. Enter additional information that you would like to appear in the Catalogue, that isn’t part of the course description. Do not list prerequisite or corequisite courses here.
 - **Enrollment Limit:** Use the drop-down menu to change, if necessary.
 - **Prerequisites:** Please be specific in crafting the Prerequisite Narrative. For example, don’t just list several courses without including “and” or “or” as these qualifiers matter. Use the “Select Course” button to select the specific courses to use as prerequisites.
 - **Schedule:** Selecting the applicable term and yearly cycle is optional. If this course will not be offered regularly, you can skip the Offering information and note the

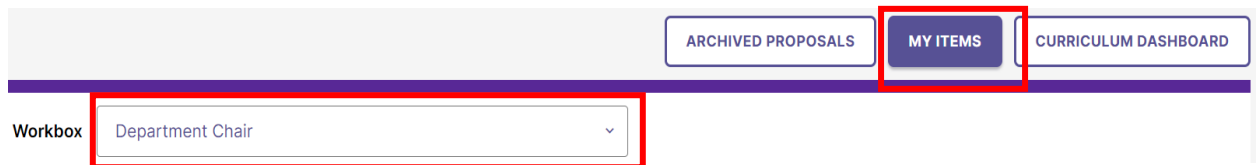
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details in the “Additional Information” section above. Note that “Open to First Year Students” is not the same as FYC. It just notifies the Registrar’s Office if this course should appear on the Advisement Tour for incoming students or not. For the FYC option, select “First Year Course” under the **Course Types** section.

- **Course Types:** If you are selecting “First Year Course,” “Proseminar,” “Seminar,” “Writing-Intensive,” or “Speaking-Intensive” in this section, please make sure your selection matches what you selected above for “Enrollment Limit.” “First Year Course” = FYC.
- You must provide a rationale but do not need to attach supporting documents.
- You can click **“Save”** at any point to save your progress. In order for the form to move onto the next level, however, you must select the “Approve” button in the left column.

IMPORTANT NOTE FOR DEPARTMENT CHAIRS AND PROGRAM DIRECTORS:

- If you are submitting a new course or course change, you will need to also approve the course in the workflow as the Department Chair/Program Director. Once you approve the initial submission, go back to the dashboard and select “My Items” and “Department Chair” (from the Workbox drop-down menu).



Cross-Listing Courses:

Choose “Change Course Form” if you:

1. want to cross-list your department with an existing course in another department or
 2. have an existing course in your department that you want to be cross-listed with another department (which will require a new course to be created in that department)
- A pop-up box will appear for you to select the existing course that will serve as the course to be cross-listed with. Select the department, level, and specific course via the drop-down menus and then click the title of the course that will appear in purple next to the word “Cancel.”
 - On the Change Course Form that opens, select the applicable departments from the Impacted Department list. (NOTE: Do NOT select your own department from this list.)
 - Save and Submit

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NOTE: “Impacted Department” is the department to be added to the cross-listing. This could either be:

1. your department, if you are asking to be cross-listed with an existing course, or
2. a department other than your own, if you are suggesting an existing course in your department be cross-listed with another department.

Program Changes:

There are three components to the “Change Program Form.” It’s important to know which one to use for the information you wish to add or change.

NOTE: Expand the applicable sections of each form by clicking on the “eyeball” next to the header:



Faculty Listing



Department/Program G



Department/Program S

Please format as bulleted items



Catalogue Masthead



Advising Description

OVERVIEW: Use this form to change/update:

- Faculty Listing
- Department/Program Goals
- Department/Program Student Learning Outcomes (please format as bulleted items)
- Catalogue Masthead
- Advising Description (used on the Advising Tour and Viewbook)
- DO NOT use the “Program Builder” on this form – use the Concentration form for this
- As Rationale is required for any changes
- Save and Submit

CONCENTRATION:

- Use this form to make changes to the Major Requirements
- Only use the “Program Requirement Builder” section (after the Rationale section, which is still required)

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- Select any other departments that will be impacted by changes made on this form in order to notify them that they may need to reflect these changes on their own program pages.
- Save and Submit

MINOR:

- Use this form to make changes to the Minor Requirements
- Only use the “Program Requirement Builder” section (after the Rationale section, which is still required)
- Select any other departments that will be impacted by changes made on this form in order to notify them that they may need to reflect these changes on their own program pages.
- Save and Submit

ADDITIONAL INFORMATION FOR ALL:


- If, at any point, you want to check the status of a submission, you can see where it is in the Workflow by looking at the very top of the left-hand column:




Workflow State: Department
Chair

- If, for any reason, you (as a department chair) need to send the form back to the Submitter for edits, you can select “Return to Previous State” in the left-hand column:

 Approve

 Return to Previous State

 Withdraw Change