Course Revision Crosslisting

1. Click 🔄 New Proposal, hover over the Request for Course Revision proposal and click 🔄 Start Proposal.
2. Do not revise imported fields until after launching proposal.
3. Import ⤵ course information, fill out all required fields and click save changes at bottom of screen.
4. Go to Proposal Toolbox and click 🔄 Crosslistings. Click Add Crosslisting then go to second proposal listing (will temporarily be named same as primary proposal) and click 🔄 Edit Proposal.
5. Go to left panel of proposal and manually update the Prefix, Course Number, Academic Department and Course Type fields and then click save changes at bottom of screen. These fields will update the crosslisted proposal name and required participants.
6. Make revisions to primary proposal. No revisions are needed in the crosslisted proposal as Curriculog will treat each proposal the same.
7. Go to 🔄 Decisions in the Proposal Toolbox and approve the proposal. Click on 🔄 Crosslistings then click on the crosslisted proposal, go to Decisions and approve the crosslisted proposal.
8. Don’t forget to attach separate syllabus to each proposal.

New Course Crosslisting

1. Click 🔄 New Proposal, hover over the New Course proposal and click 🔄 Start Proposal.
2. Fill out all required fields and click save changes at bottom of screen.
3. Go to Proposal Toolbox and click 🔄 Crosslistings. Click Add Crosslisting then go to second proposal listing (will temporarily be named same as primary proposal) and click 🔄 Edit Proposal.
4. Go to left panel of proposal and manually update the Prefix, Course Number, Academic Department, Course Type and Catalog Description fields and then click save changes at bottom of screen. Don’t forget to add “also offered as (primary course)” in Catalog Description field. These fields will update the crosslisted proposal name and required participants.
5. Click 🔄 View Primary (top left of proposal) to return to the primary proposal and click 🔄 Launch Proposal.
6. Go to 🔄 Decisions in the Proposal Toolbox and approve the proposal. Click on 🔄 Crosslistings then click on the crosslisted proposal, go to Decisions and approve the crosslisted proposal.
7. Don’t forget to attach separate syllabus to each proposal.

Note: Due to Curriculog’s use of the term “Crosslisting,” when considering equivalent curriculm proposals, we will now refer them as crosslisted courses rather than equivalent courses.

Questions? Click on Contact System Administrator at bottom of Curriculog website to submit support request.