

This video will demonstrate how to create a new course form within the Watermark Curriculum Management system.

The first steps are to log into Curriculum Strategy and then select the Curriculum Management module. These instructions were covered in a previous training video.

Please have the new course syllabus available as a PDF or Word file, as you will need to upload the document to the New Course Form prior to submitting the form.

To propose a new course, select the New Course Form menu option.

In the New Course Form, select the two colleges that are NOT the college in which the new course will be housed. This is required to notify the other deans that they have a new course form to review and approve.

You will next select the appropriate course instructional level.

Enter the subject code for the new course. In this case, the subject code is GN for Genocide Studies.

If you are proposing a course that will be part of a new program, please contact the Registrar's Office to enter the new Subject Code and Subject Name into Curriculum Strategy. A Subject Code and Subject Name must be entered into the system by the Registrar's Office before it will populate in the drop-down menu.

Next, enter the Subject Name.

Enter the Course Number of the new course. As noted here, please contact the Registrar's Office to verify that a course number is available for use.

Enter the Course Title. There is a limit of 30 characters.

Enter the implementation term and the implementation year. These information items indicate when the course will first be offered.

Please check the appropriate box or boxes to indicate the term or terms in which the course will be regularly offered. This is information that must be included in any SACSCOC substantive change reports.

Please provide the course description for the new course.

Enter the number of credits that students will earn upon successful completion of the course.

If the course has a prerequisite, please supply a prerequisite narrative for the catalog. You will also select a previously-approved course that is already in the catalog or any newly proposed courses that are currently in the approval queue.

The same information should be supplied for corequisites here, if applicable.

There is also space to provide crosslisting information.

Rationale for a new course was required for the paper CRRs, and this will remain a requirement for the online CRRs.

When submitting a new course form, you must attach a syllabus. Please note the list of acceptable file types.

Please answer the required prompts about course repeats, registration restrictions, or class restrictions.