This video will demonstrate how to submit a Change Course Form in the Curriculum Management module. This form is used to request changes to an existing course.

After you have logged into Curriculum Strategy, select the Curriculum Management module. Next, you will choose the Change Course Form.

The first step within the Change Course Form is to select the course that you wish to revise. Curriculum Management uses a drill-down style menu. You will first be prompted to select the catalog level, followed by "courses," then the subject code, the level of the course, and finally, the course number.

When you have answered all of the prompts, click the "Select" button.

Once you are in the form, select the colleges other than the college in which the course is housed. Just as with the New Course Form, this prompts the other college deans that there is a form to review and approve.

Next, select the instructional level.

The next prompts are for the effective date of the change. You will provide the first term in which the change should take effect followed by the catalog year.

Please update the terms in which the course will be regularly offered. Again, we wish to keep this information up to date as it is required for any future SACSCOC substantive change reports.

For this course change, we will be submitting a title change and a course description change. I have this information saved in another document on my computer, so I will copy and paste it here.

We will also be updating the course prerequisites to add SE 301 and ER 325. We will add these courses to the narrative and select the course from the selector tool.

Curriculum Strategy will notify you of any other courses or programs that might be affected by the proposed change. Please make sure to discuss your proposed changes with those course leads or program coordinators prior to submitting the change form.

You will be required to upload a revised syllabus and any other supporting documentation.

Please provide updated information on course repeats, registration restrictions, or class restrictions. This information will help the Registrar's Office to correctly update the course in Banner.

When you are finished, please save the form. You may also preview how the changes will look in the new catalog following approval of the form.

When you are satisfied with your changes, you may submit the form.