Hello! And welcome to this training video on how to submit a New Program Form in Watermark Curriculum Strategy.

For instructions on how to log into Curriculum Strategy, please see the "Login to Curriculum Strategy" video.

From the Curriculum Strategy landing page, select "Curriculum Management" from the menu options.

On the Curriculum Management dashboard, you will see six different form types. To propose a new program, select the "New Program Form" option.

The first step in creating a New Program Form is to select the colleges other than the college in which the new program will reside. This will ensure that the form is routed through the correct approval channels. The program we are creating today will reside in the College of Arts & Sciences, so we will select "BU" and "ED" for Business and Education.

For this demonstration, we will be creating a fictitious program called "Example Studies."

We must first indicate the level of the program. This will be an undergraduate program.

Next, we must select the department in which the new program will be housed. In this case, we will select "HUSS" for Humanities and Social Sciences.

For this example, the implementation term will be Fall 2026, so we will select "Fall" and then "2026-2027" from the respective drop-down menus.

Next, we will enter an overview of the program into the Program Description box. **If you use are copying pre-typed text from another source, it is highly recommended that you use your browser's "paste plain text" feature.** You may also write the text directly in Curriculum Management.

The next set of steps will help us to create the part of the program proposal that is often referred to as the program grid.

For each set of program requirements, we will click the "Add Requirement(s)" button.

The first level of the program grid is called the Degree Requirements Title. Our first set of requirements is General Education Requirements.

The second level of the grid is called the Course List Title. Consider this a sub-heading. We will start with Area I – Written Composition.

Many general education requirements are not Athens State courses. To populate these transfer courses or categories, select the "Select a Course" option.

Then choose the appropriate catalog—in this case it is the Undergraduate Catalog.

We will select "Courses."

Then we will choose "Narrative Courses."

For area one, we want "English Composition I and English Composition II."

Let's add another Course List Title. This will be for Area II – Humanities/Fine Arts.

In this section, we will select the following general education requirements:

-Fine Arts Course or Equivalent
-At Least One Literature Course
-Other Courses in Humanities and Fine Arts

If you ever select courses in the wrong order, you can reorder them in the course list by using the up and down arrow icons next to the respective courses.

We want to indicate that there a sequence requirement. We will do that by clicking the icon next to the "Requirement note field" and entering further information into the text box.

If we want to enter an "or" statement between two courses in a list to indicate that students can complete one course or another, we can find an "or" statement in the narrative courses list. We populate the "or" statement in the course list just as we would any other narrative course.

Next, let's move on to the Major Course Requirements.

We will add a Requirements field

We will type in "Major Course Requirements"

And then we will add a heading of "Required" followed by the desired courses.

In this example, the program requires general electives. To add a "General Electives" placeholder, we again populate this phrase from the Narrative Courses menu.

The final section in today's demonstration will be the General Electives section.

After we add the Degree Requirements title of "General Electives," we will add the following statement in the Content dialog box: "Elective hours as needed to meet minimum 124 hour requirement and all other general University requirements."

If there is a range of total credit hours that a student can earn, enter the minimum and maximum total credits. This program does not have a range, so we will enter 124 in both fields.

We will now provide a rationale: This can be a narrative that references student demand, employer demand, or state requirements, for example.

Next is the checklist that was previously on the paper CRR. Please verify that you have evaluated the proposed program with regard to college and institutional goals; external accrediting rules (please attach a copy of the substantive change checklist available in the policy library or from the SACSCOC liaison); library/equipment support; and personnel and facility support.

Please attach any additional documentation that supports your proposal and indicate if there are any registration restrictions.

Make sure to save any changes before you submit the form or if you wish to take a break and return later.

After saving, a dialogue box will appear to confirm that the form has been saved.

Please note that the form is locked after it is saved. If we want to make any revisions, we need to unlock the form, make our changes, and then re-save it.

Now, we can click the "Preview" button to see how our form will appear in a future catalog.

If we need to make any revisions, we would go back into the form, unlock it, make the changes, and re-save.

Once we are satisfied with our work, we can click the "Submit for Review" button. This will move the form to the next step in the approval process.