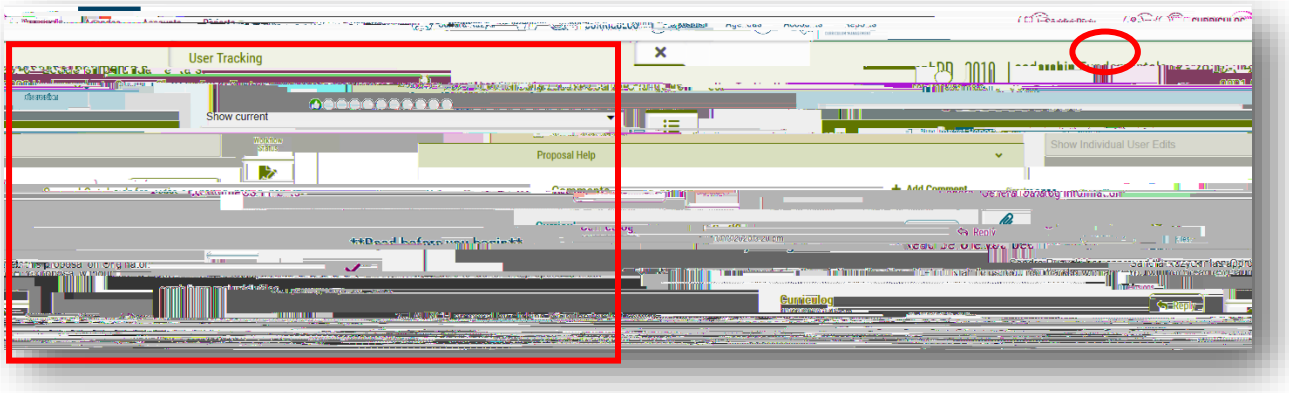
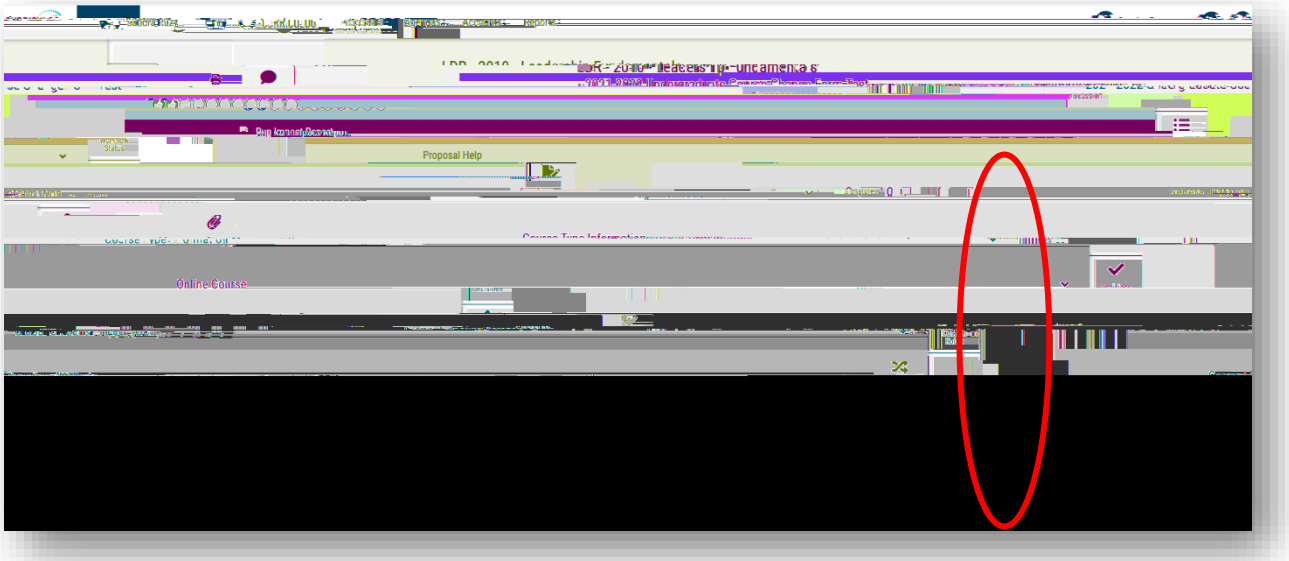
The proposal will be displayed on the left side of the dashboard. The right side of the dashboard will display the tracking of the workflow approval process along with a series of administrative icons. At this time, you will close the right side of the dashboard by clicking the X at the top of the icon list.

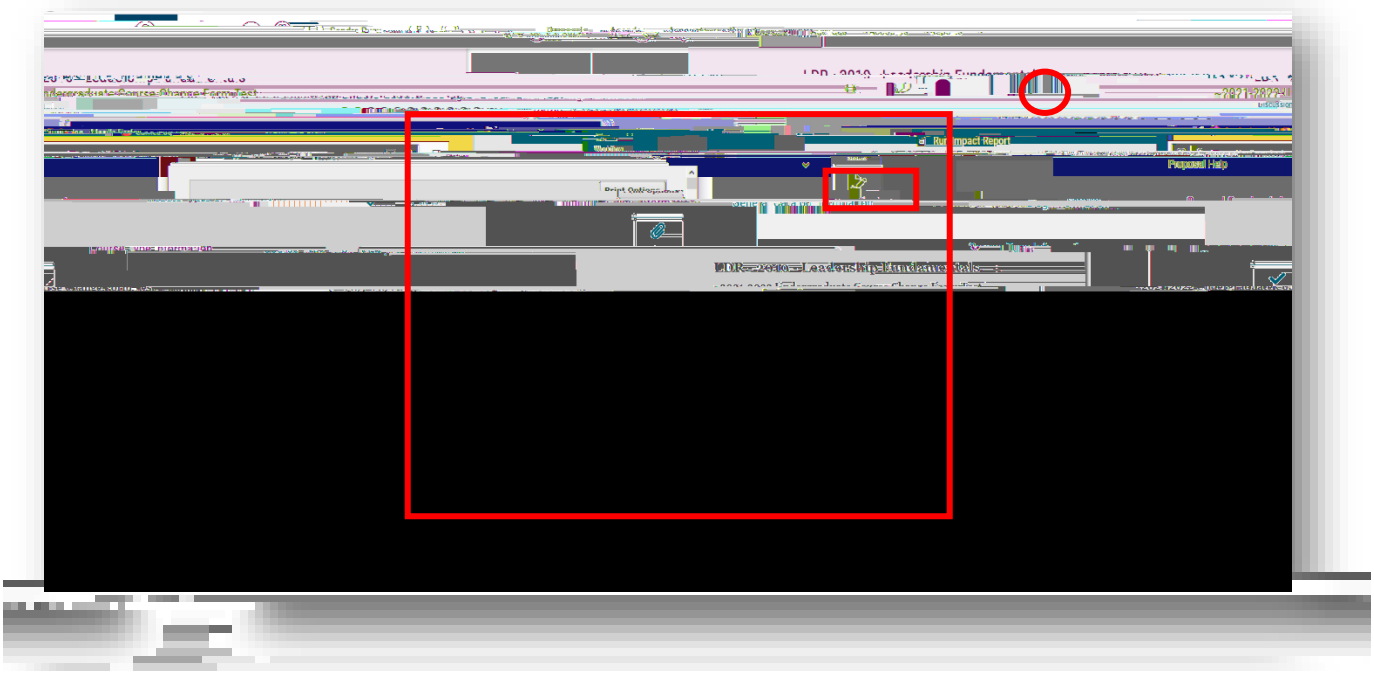


The first step at the College-level is to scroll down on the Proposal section. To make this easier, click the arrow to right of each section title to collapse that section.

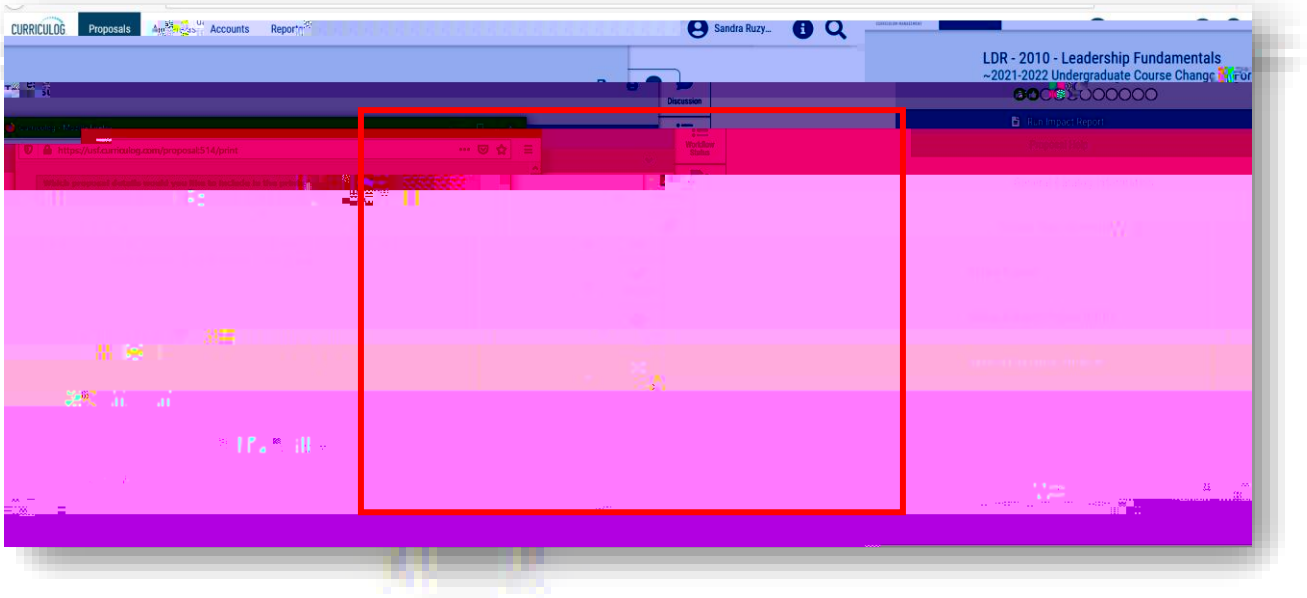
The section can be opened by clicking the arrow again. In this way, the College-level reviewer can view the



In a
of the proposal. A secondary window will open.
window.



You can click any of the
options.

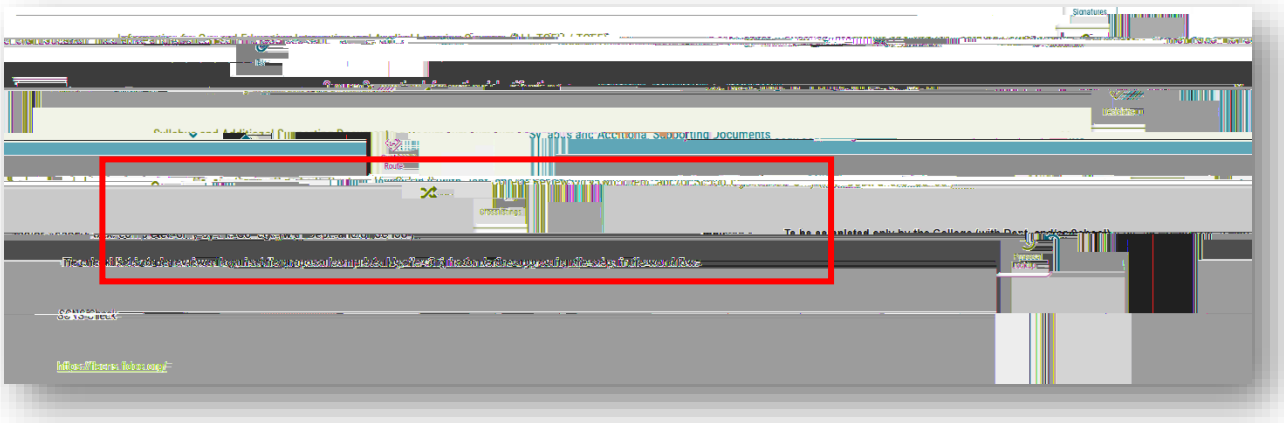


There are a number of areas for which the College will make decisions and add comments. The

workflow process. While the College or an associated curriculum committee may have an internal
can assist the
-speak) to make revisions if requested. The information is also

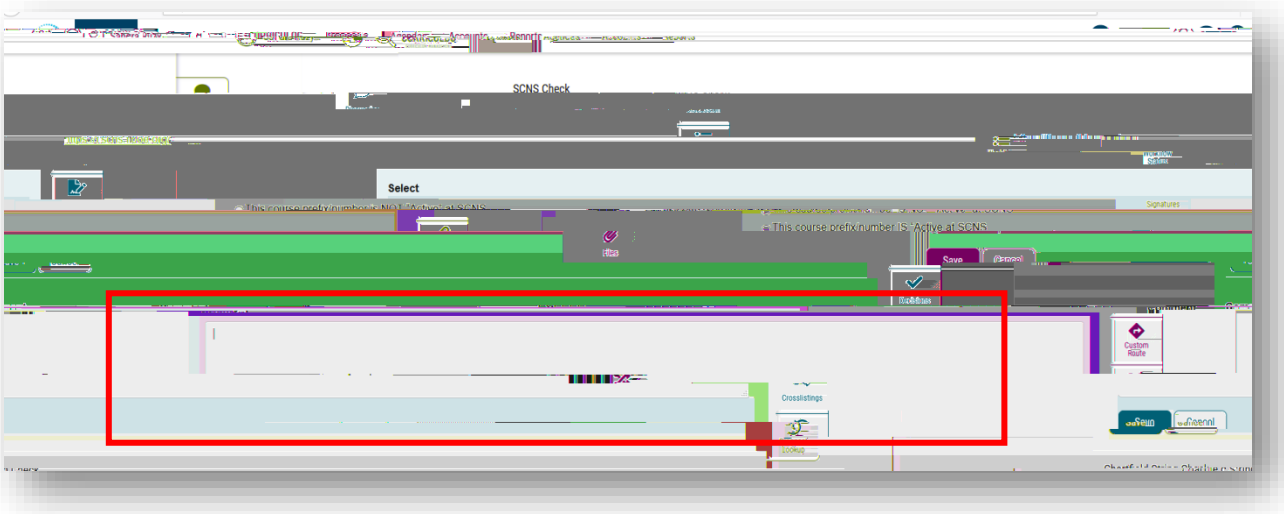
Undergraduate Studies, Undergraduate Council or General Education Council.

All comments made in Curriculog are visible to the subsequent steps, as well as to other Curriculog users. If comments need to be made directly among the college reviewers, the department, and/or the proposer, those should be done outside of Curriculog. However, comments which aid decisions for the next steps in the approval workflow process should be included on the proposal.



College will respond to items and provide comments to fields specific to each type of proposal. Once

buttons appear. In order to keep the selections and comments on the form, the College-level reviewer

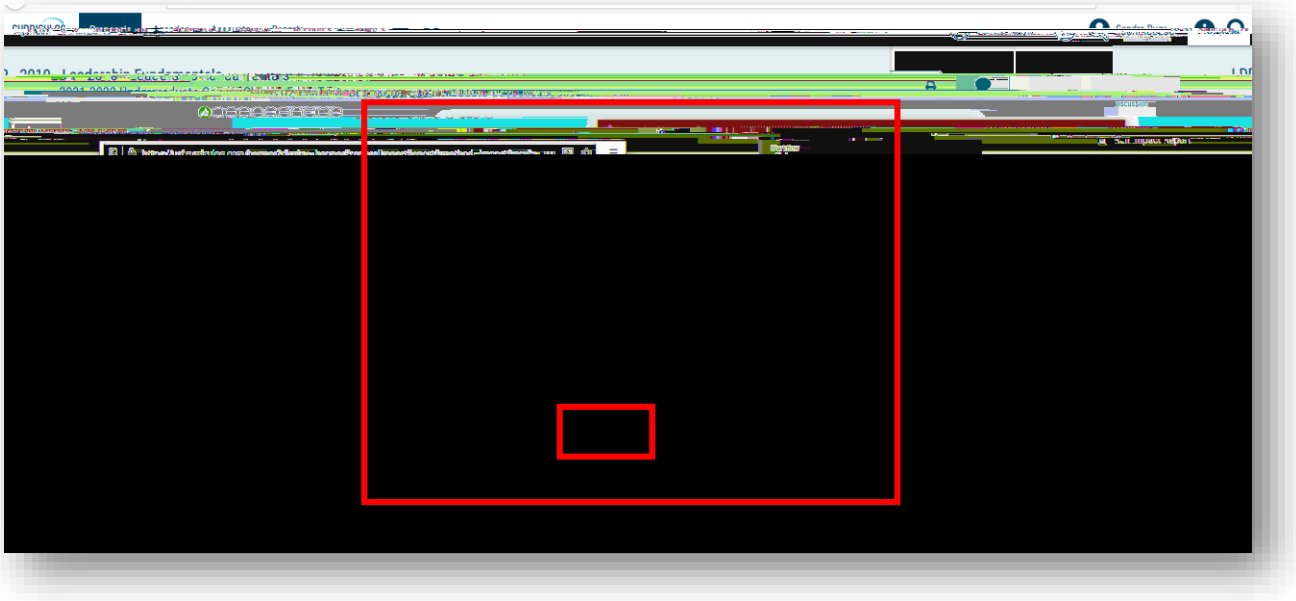


To view files attached to the P

Course Impact Report for Concurrency Check

Part of the College Review]TETQ11.0TC0 0 1 29[ )]TETQ EMC /P <</MCID 1>>BDC q0.000009 12 0 612 792 re

Once you click to highlight the catalog, scroll to the bottom of the secondary window to click the



the course in which the changes are proposed.

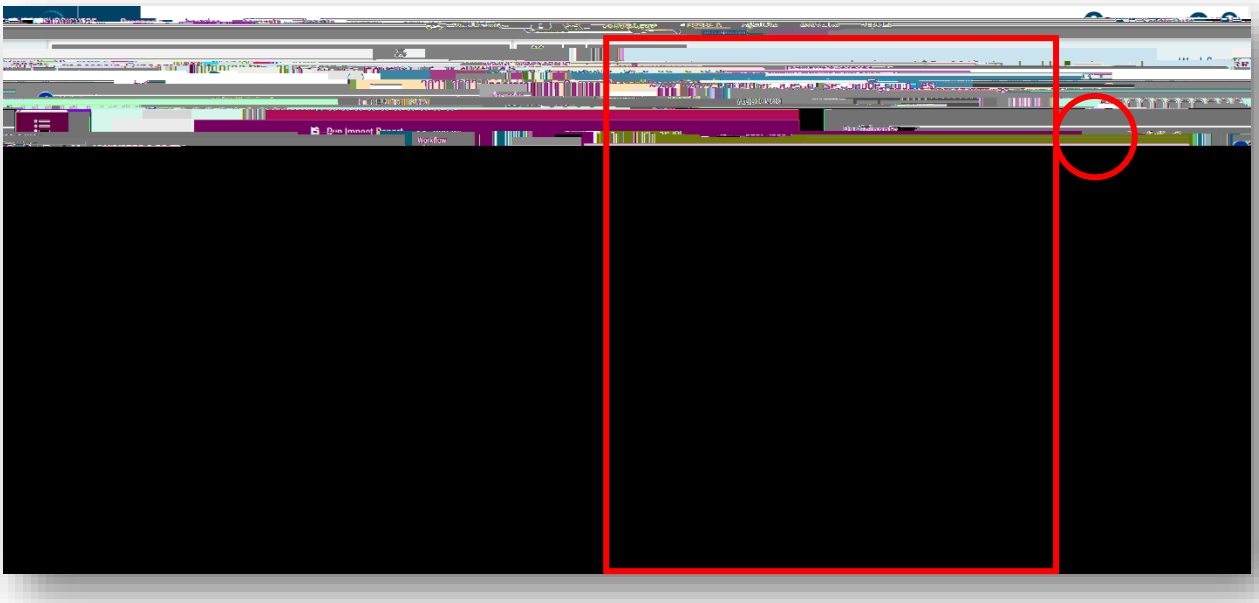
If the proposed changes impact other programs, a Course Concurrency form will need to be attached to the Course Change Proposal by the College.

approval workflow process.

You can see the first step is the

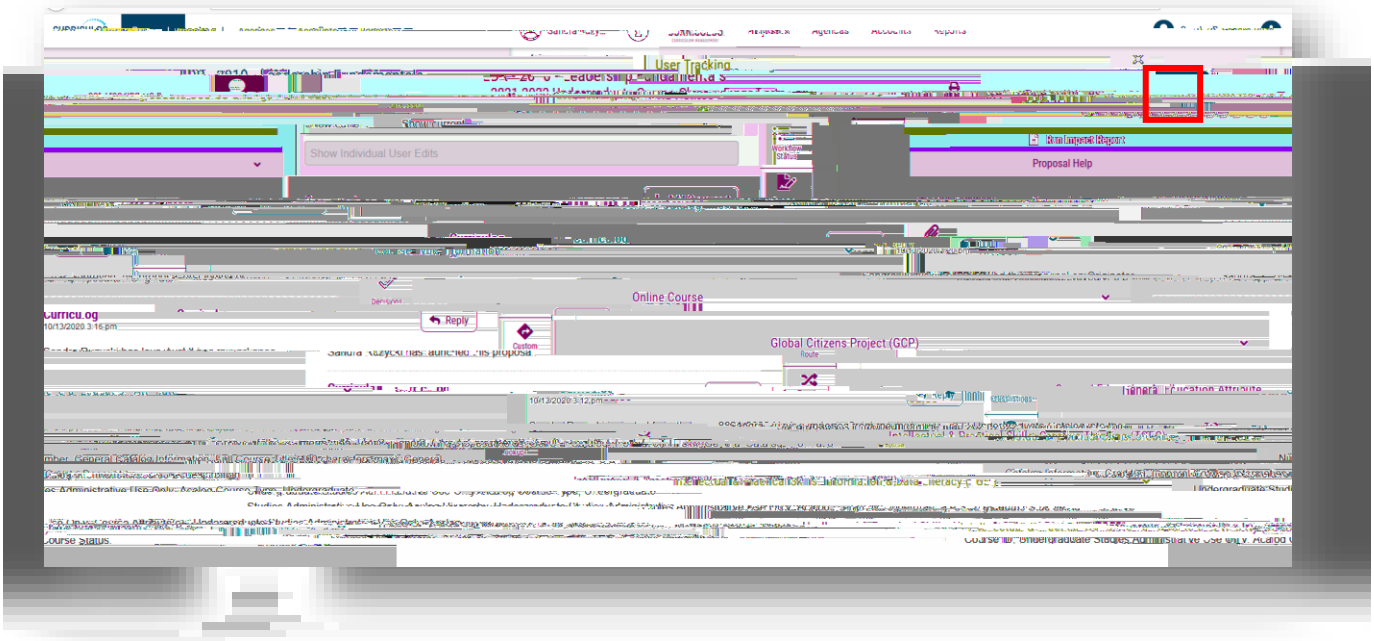
Proposal which

moved it to the next step (the College).



To view any comments

icon on the right side of the dashboard. This area will display any comments placed in the approval workflow process, including Curriculog system comments.



telling you the Proposal has moved to the next step of the approval workflow process. Click the X in the black message box to close it.

have the same list of decision options that you had as the

Proposal.

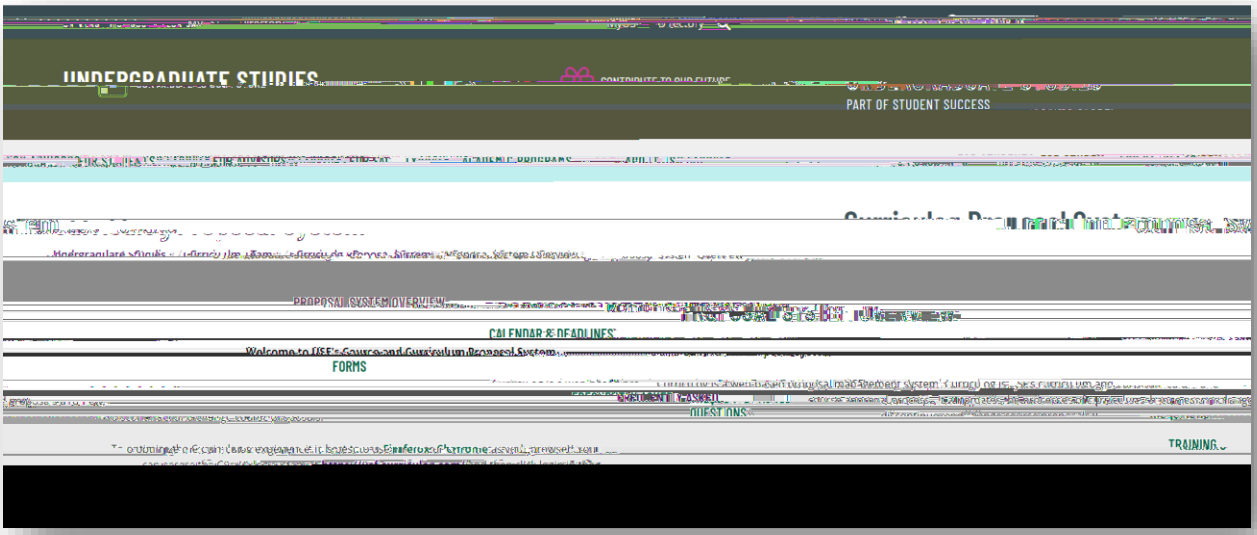
Proposal and send it back to the College. Comments from the Registrar on the Proposal will help you make the needed changes. You will receive an email notification from Curriculog that the Proposal has been sent back to you. You will log into Curriculog, click on the Proposal title to display the proposal, and go to the right side of the dashboard to see the

You can make the needed changes, save them on the Proposal, and then Approve those changes in the approval workflow steps to move it back to the Registrar.

the Proposal back to the Registrar.

Or you can contact the Undergraduate Studies Curriculum team at UGS-DOCurriculum@usf.edu and request that the Proposal be sent to the proposer to make the changes.

This concludes the USF Curriculog College Approval Workflow Process tutorial.

Additional Curriculog tutorials are located at https://usf.edu/ugs-curriculum-training, as well as important dates and deadlines, FAQs, and other resources.

You can email the UGS Curriculum Team at UGS-DOCurriculum@usf.edu for any additional assistance.