

University of Houston  Clear Lake

# Curriculog Training

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*For End Users  
Updated - Restricted Access*

# Curriculog

- Curriculum management software that works with Acalog.
- End Users build and launch proposals.
- Track and receive notifications on proposals.
- Course and Program forms upload approved changes directly into Acalog/Catalog.
- Manual Process for Other forms and PeopleSoft updates.

**Academic Tables Update Notice**  
University of Houston - Clear Lake

**Requested Action**

Delete an existing program code (complete section A only)  
 Change an existing program code (complete sections A & B)  
 Create a new program code (complete section B only)

**A. Delete or Change an Existing Program:** use this section to show the exact current listing before changes or Deletions (include degree and/or major codes, if known)

School/Department	
Department/Unit	
Degree <sup>1</sup>	
Plan <sup>2</sup>	
Subplan <sup>3</sup>	
Minor	
Certificate	
Expiration Year/Term	

**B. Create a New Curriculum or Change an Existing Curriculum:** use this section to show new curriculum or changes


College/School/Division	Select College/School/Division	PS Updates <sup>4</sup>
Department/Unit		
Degree <sup>1</sup>		
Plan <sup>2</sup>		
Subplan <sup>3</sup> (For only if concentration is to have a program code)		
Minor		
Certificate		
CIP Code <sup>5</sup>		
Effective Year/Term		
Comments/Additional Information		

Academic Year:	2022-2023	Academic Group:		Submission:	Annual																	these 2 columns are for freshman and sophomore courses only read the field definition		
Action	Subject	Catalog Nb	Title	Long Course Title	Descr. Change Only	Description	Units	Total Contact Hours	Grading Basis	Repeat for Credit	Mult Enr/ Allowed	New LD Core Course	Graduate Options Course?	Course Level	Consent	Course Typically Offered	CIP Code	Course Component	Admin Unit Code	Course Type	Contact Lec Hrs	Contact Lab Hrs	TCCNS Subject	TCCNS Course Number

# Curriculog (Summer Updates)

- New Forms and Role Types
  - Academic Affairs Approval Tracking Sheet
    - May have Private Information
    - Needs to go to Legal Review
  - Provost Office Cours Fee Request

**Policy Management Office**  
Office of Administration and Finance



University of  
Houston Clear Lake

**ACADEMIC AFFAIRS APPROVAL TRACKING SHEET**

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**POLICY NAME:**

**POLICY ACTION:**

**POLICY SPONSOR:**

**RESPONSIBLE PARTY(IES):**

..... Column Break.....

**POLICY CODE:**

**LEGAL APPROVAL REQUIRED**

..... Column Break.....

Yes  No

---

NAME OF PERSON INTRODUCING ITEM:	PURPOSE	ACTION	SIGNATURE
(Delete & type name here)		APPROVED <input type="checkbox"/>	<b>FORWARD TO</b> <b>DATE</b>
DATE RECEIVED		NOT APPROVED <input type="checkbox"/>	
DATE ACTION TAKEN			
<b>SENATE COMMITTEE:</b>	(Delete & type name of committee here)		
Name of Committee Chair:	PURPOSE	ACTION	SIGNATURE

REQUEST FOR COURSE FEE CHANGE REPORT									
College:	COE								
Annual Submission:									
Submitted:	FY24								
Effective:	Fall 2024								
Note: All Fields must be completed.									
* S-Special, P-Practicum, C-Co-op, T-Teaching									
Change Type (Add, Change, Delete)	Rubric and Course Number	Course Title	Fee Type * (S, P, C, T)	Current Fee	Proposed Fee	Change in Fee Revenue	Item Type # and Cost Center # (For Adds only)	Justification	

# UHCL Role Types

Academic Council

Administrative Assistant

Assistant Registrar – Academic Support

Associate Dean

Budget & Facilities Committee

Chief Business Administrator

College Business Administrator

College Curriculum Committee

College Notification Group

Core Curriculum Committee

Dean

Dean's Council

Department Chair

Faculty Affairs

Faculty Governance Committee

Faculty Life Committee

Faculty Senate Curriculum Committee

Faculty Senate President

IT Admin

Legar Review

Originator

President

Program Chair

Program Coordinator

Program Director

Provost

Student Business Services

Teaching & Research Committee

UHCL Notification Group

University Council

Vice Provost

# Global Transparency/Report Setting

- **Restricted (Summer Update):**
  - Guests **can not** view proposals, agendas or accounts.
  - Logged in users **can** see accounts, but they can only see proposals and agenda they are involved in or watching.
  - System Administrators **can** view proposals, agendas and accounts.
  - Reports are limited to System Administrators only

# Settings

## Approval Process Setting

- Comments Transparency- Every user involved in the proposal at any step.
- Rejection Route- Goes back to previous step.
- Reminders-Send reminder every 10 days

## Proposal Settings

- Urgency Threshold 30 days
- Stuck Threshold 45 days.

## User Setting

- Can Originate Proposals
- Can Import
- Can Watch Proposals
- Single Sign-On (SSO)

## Help Settings

- [catalog@uhcl.edu](mailto:catalog@uhcl.edu)

# Forms

- Undergraduate and Graduate Course Forms
  - Course New Form
  - Course Change Form
  - Course Delete Form
- Undergraduate and Graduate Program Forms
  - Program New Form
  - Program Change Form
  - Program Delete Form
- Other Forms
  - Academic Affairs Approval Tracking Sheet
  - Provost Office Course Fee Request
  - UG/GR New Program Template Page (Not tied to a catalog)

# Forms

- Directions are provided at the top of the forms.
- Help text is available added at some fields.
- Fill in all required fields.
- Small Text Fields
- Radio Dial and Picklist
- Course/Program New Forms will need required fields filled in.
- Course/Program Change and Delete Forms will import content form Acalog. Edit fields as need.

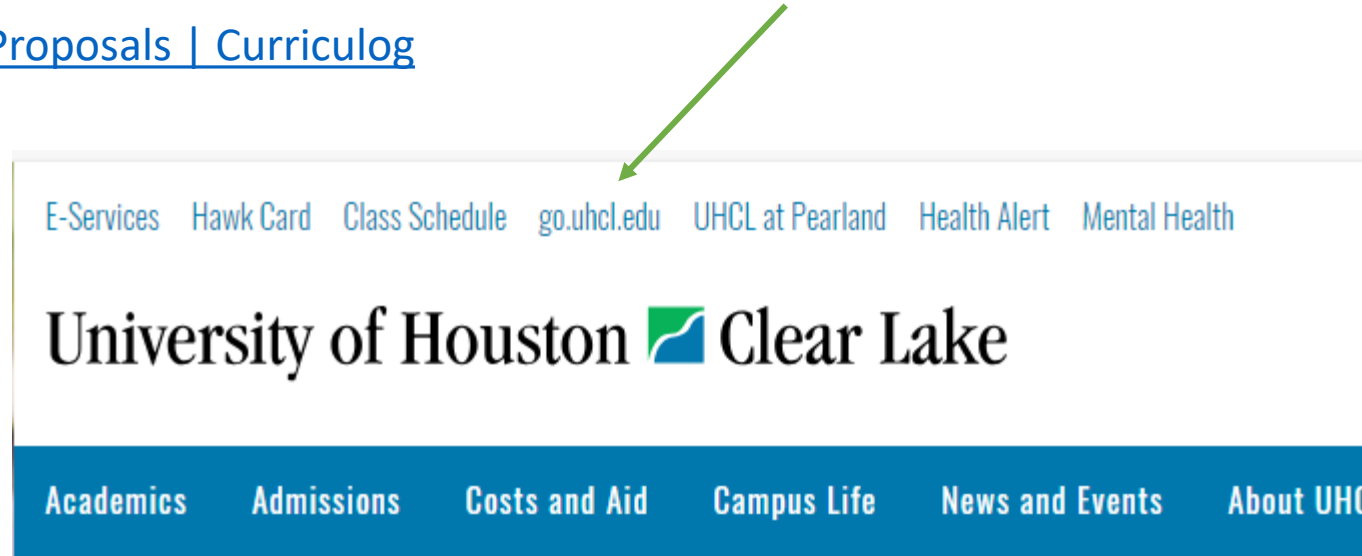


# Login

Tile will be placed on go.uhcl.edu [Proposals | Curriculog](#)

<https://uhcl.curriculog.com>

- Single-Sign-On
- View or Act upon proposals
- Leave Comments
- Provide Decisions





gazda

.....

Sign in

First Time User | Forgot Password

**Legal Notice as Required by State of Texas**

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Texas Administrative Code (Title 1, Part 10, Chapter 202) requires display of the following notice pertaining to system use within Texas Higher Education entities:

- A. Unauthorized use is prohibited
- B. Usage may be subject to security testing and monitoring
- C. Misuse is subject to criminal prosecution
- D. No expectation of privacy except as otherwise provided by applicable privacy law

Proposals

You must be logged in to view proposals.



Curriculog - Curriculum Management System

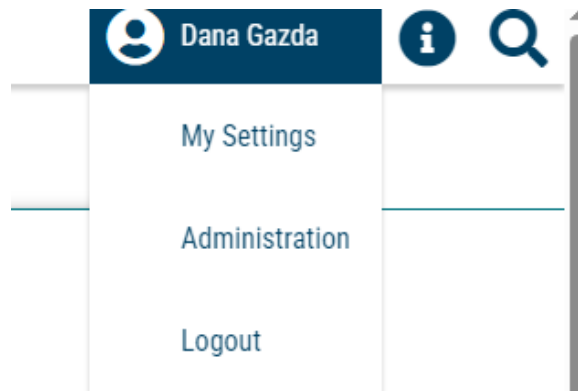
Curriculog automates the process of curriculum approval, helping colleges and universities to approve course and program changes and improve communication and transparency across campus.



# My Dashboard












- User Accounts

- Name
- “Help”
- Search

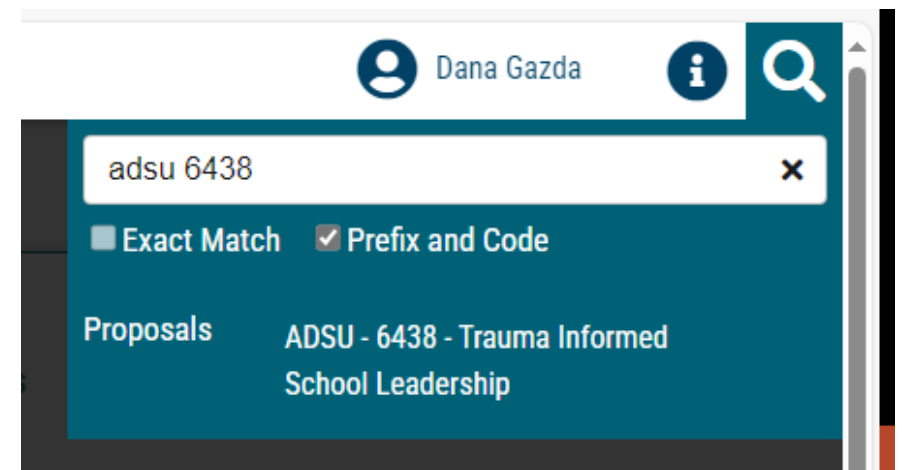


## Curriculog Help

Listed below are the symbols and colors utilized in Curriculog:

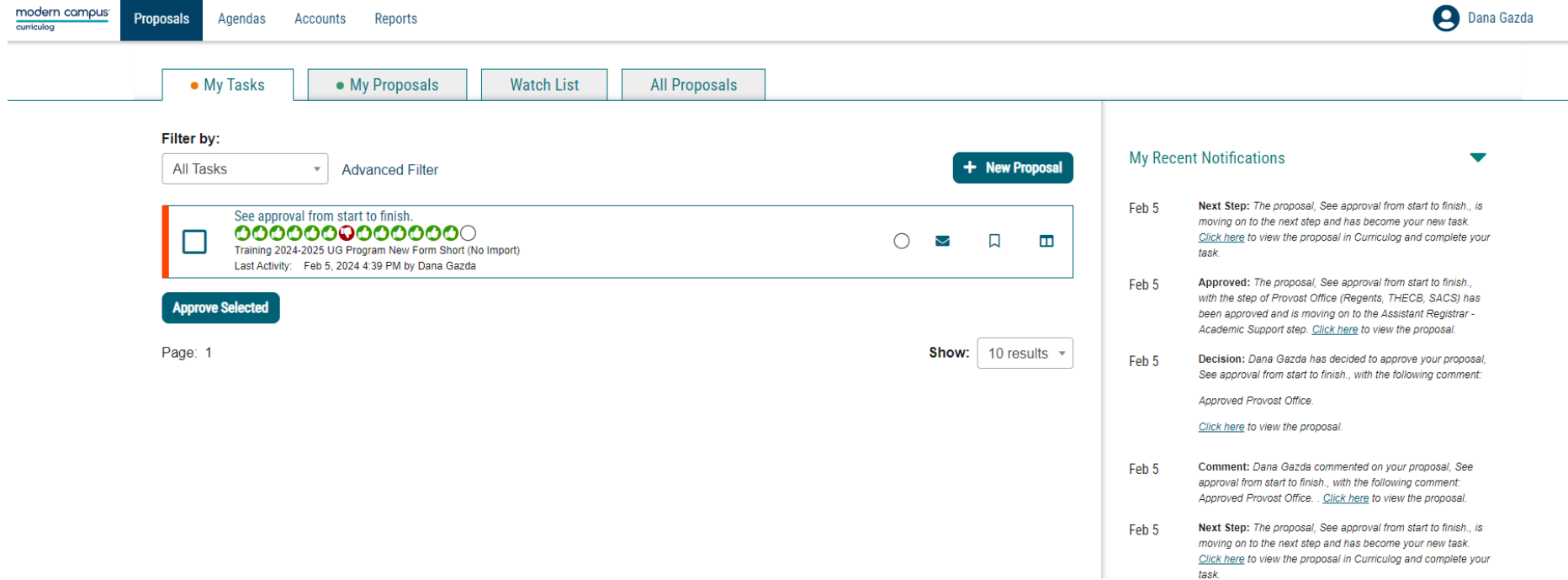
-  = has not made a decision
-  = approved
-  = rejected
-  = held
-  = suspended
-  = cancelled
-  = multiple decisions
-  = task
-  = mine
-  = stuck
-  = urgent, out of date import source

Ok



# My Dashboard

- Proposals
  - My Task
  - My Proposals
  - Watch List
  - All proposal
  - Filter by
  - Recent Notifications
  - Upcoming Events

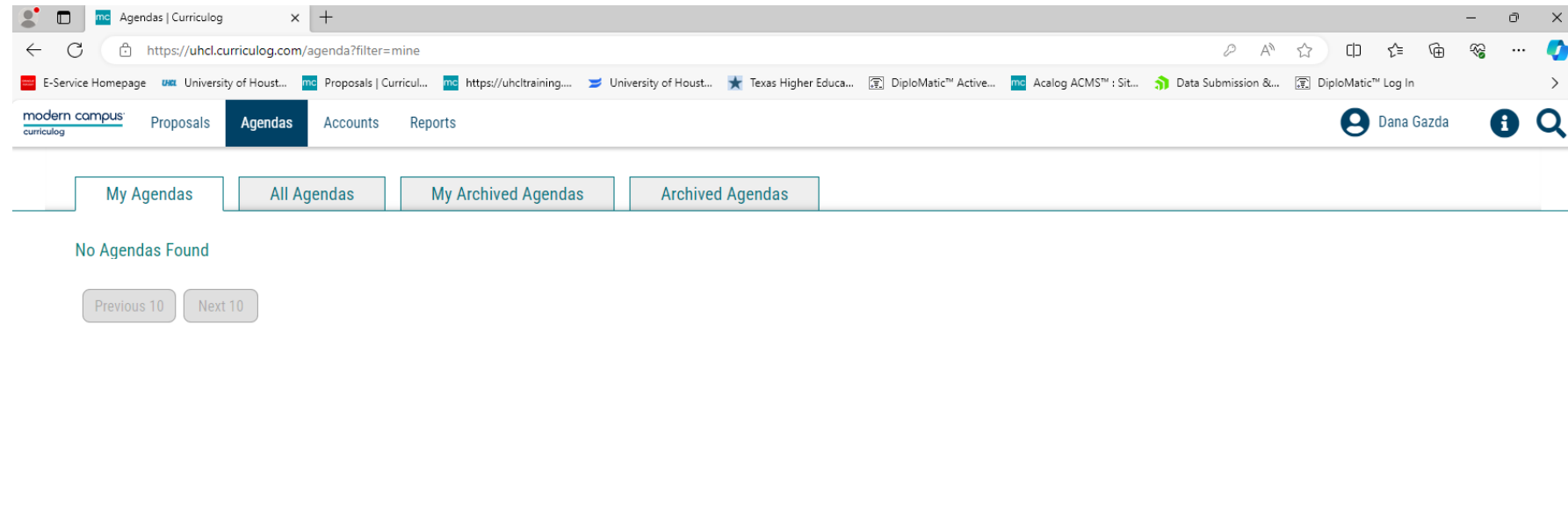


The screenshot displays the 'modern campus' curriculum management interface. At the top, there are navigation tabs for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The user 'Dana Gazda' is logged in. Below the navigation, there are four filter tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. A 'Filter by' dropdown is set to 'All Tasks', with an 'Advanced Filter' link and a '+ New Proposal' button. A central card shows a proposal approval progress bar for 'Training 2024-2025 UG Program New Form Short (No Import)'. The progress bar consists of 12 steps, with the first 10 being green and the 11th being red. The text above the bar says 'See approval from start to finish.' Below the bar, it indicates 'Last Activity: Feb 5, 2024 4:39 PM by Dana Gazda'. There is an 'Approve Selected' button. At the bottom left, it says 'Page: 1' and at the bottom right, 'Show: 10 results'. On the right side, there is a 'My Recent Notifications' section with a dropdown arrow. It contains four notifications from Feb 5, each with a status (Next Step, Approved, Decision, Comment) and a link to view the proposal.

# My Dashboard

## • Agendas

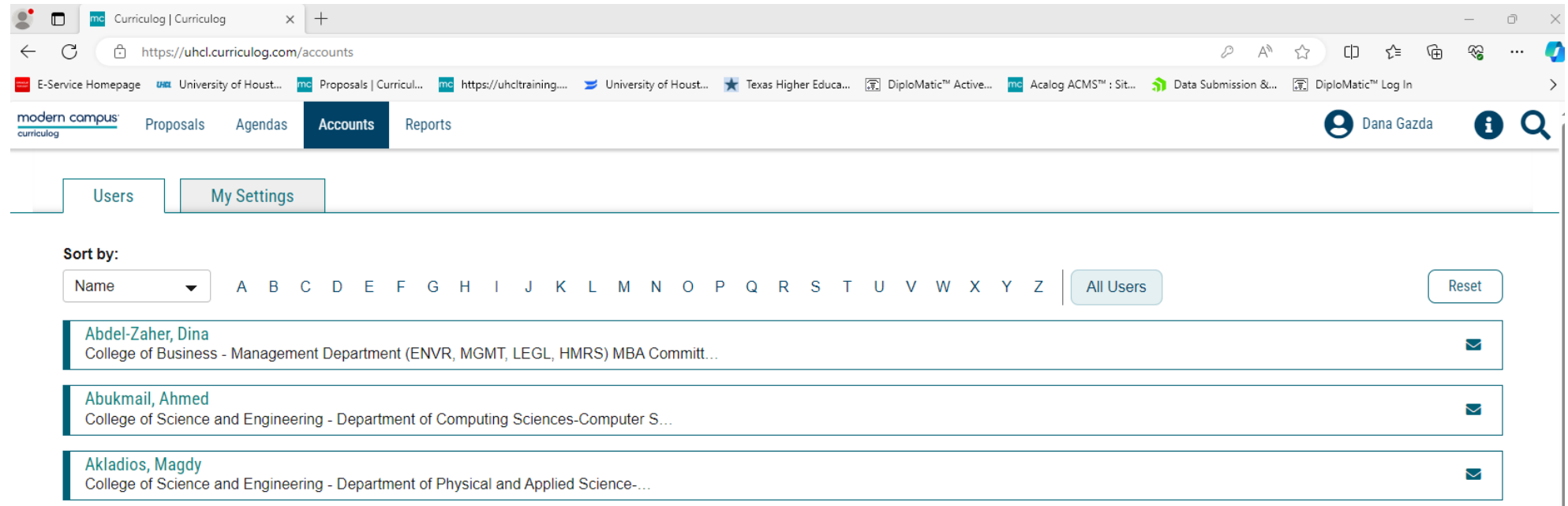
- My Agendas
- All Agendas
- My Archived Agendas
- Archived Agendas
- Agenda Administrator






# My Dashboard

- Accounts

- Users
- My Settings
- Email

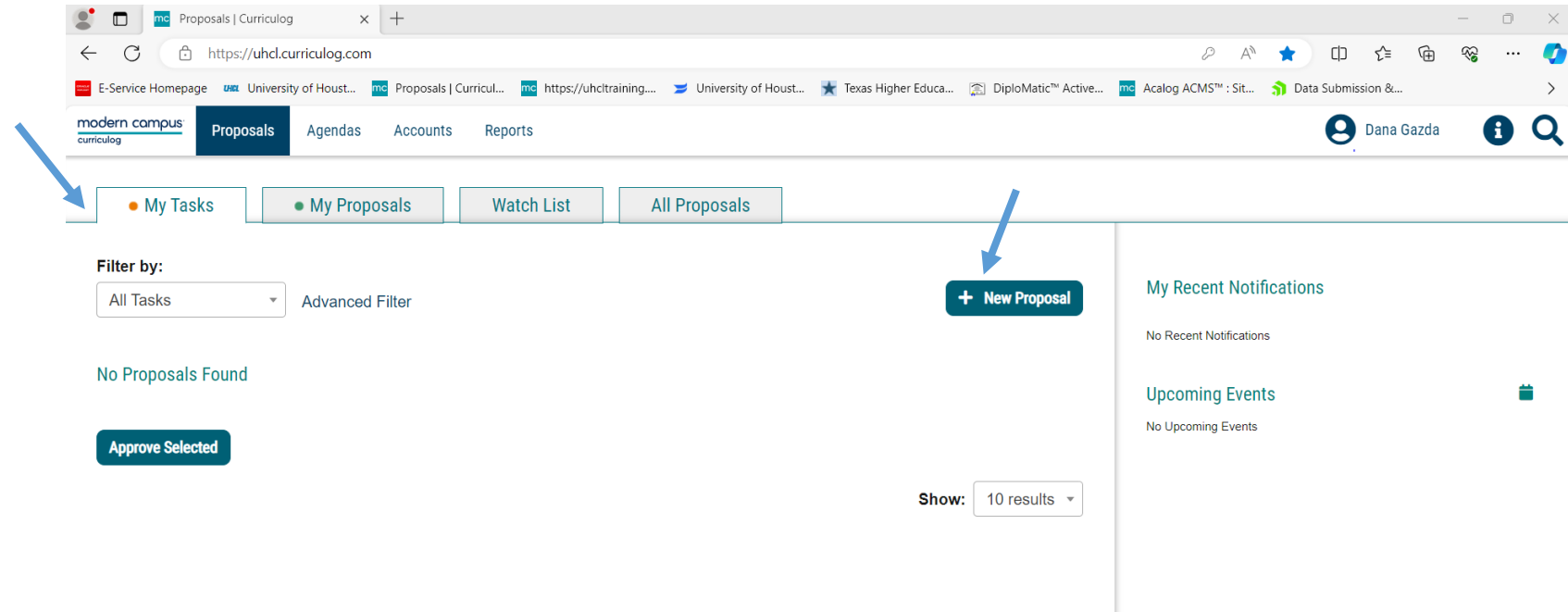


The screenshot shows a web browser window with the URL <https://uhcl.curriculog.com/accounts>. The page has a navigation bar with tabs for "Proposals", "Agendas", "Accounts" (selected), and "Reports". The user is logged in as "Dana Gazda". Below the navigation bar, there are two tabs: "Users" (selected) and "My Settings". The "Users" tab displays a list of users with a "Sort by:" dropdown set to "Name" and a "Reset" button. The list contains three users:

Name	Department	Action
Abdel-Zaher, Dina	College of Business - Management Department (ENVR, MGMT, LEGL, HMRS) MBA Committ...	
Abukmail, Ahmed	College of Science and Engineering - Department of Computing Sciences-Computer S...	
Akladios, Magdy	College of Science and Engineering - Department of Physical and Applied Science-...	


# Proposals


- My Tasks
  - New Proposal





# All Processes

To see a preview of the form select  .

To start proposal of a form select  .

All Processes

Courses

Programs

Others

Sort by:

Process Title ▼

 Training 2024-2025 GR Course Change Form Short



5 mandatory 5 total



 Training 2024-2025 GR Course Delete Form Short



5 mandatory 5 total



Training 2024-2025 GR Course New Form Short



3 mandatory 9 total



 Training 2024-2025 GR Program Change Form Short

# Courses - The form is tied to a catalog year.

All Processes

Courses

Programs

Others

Sort by:

Process Title ▼

 Training 2024-2025 GR Course Change Form Short



5 mandatory 5 total



 Training 2024-2025 GR Course Delete Form Short



5 mandatory 5 total



Training 2024-2025 GR Course New Form Short



3 mandatory 9 total



 Training 2024-2025 UG Course Change Form Short



5 mandatory 5 total



 Training 2024-2025 UG Course Delete Short



5 mandatory 5 total



Training 2024-2025 UG Course New Form Short



3 mandatory 9 total



























# Programs- The form is tied to a catalog year.

- All Processes
- Courses
- Programs
- Others

Sort by:

Process Title ▾

 Training 2024-2025 GR Program Change Form Short  5 mandatory 9 total		
 Training 2024-2025 GR Program Delete Form Short  6 mandatory 6 total		
 Training 2024-2025 GR Program New Form Short  11 mandatory 15 total		
 Training 2024-2025 UG Program Change Form Short  5 mandatory 9 total		
 Training 2024-2025 UG Program Delete Form Short  6 mandatory 6 total		
 Training 2024-2025 UG Program New Form Short  11 mandatory 15 total		

Previous 10

Next 10

# Other- Not tied to a catalog year.

Browser address bar: <https://uhcl.curriculog.com/approval-processes>













Navigation menu: modern campus [curriculog](#) | [Proposals](#) | [Agendas](#) | [Accounts](#) | [Reports](#) | Dana Gazda

Filter tabs: [All Processes](#) | [Courses](#) | [Programs](#) | [Others](#)

Sort by:

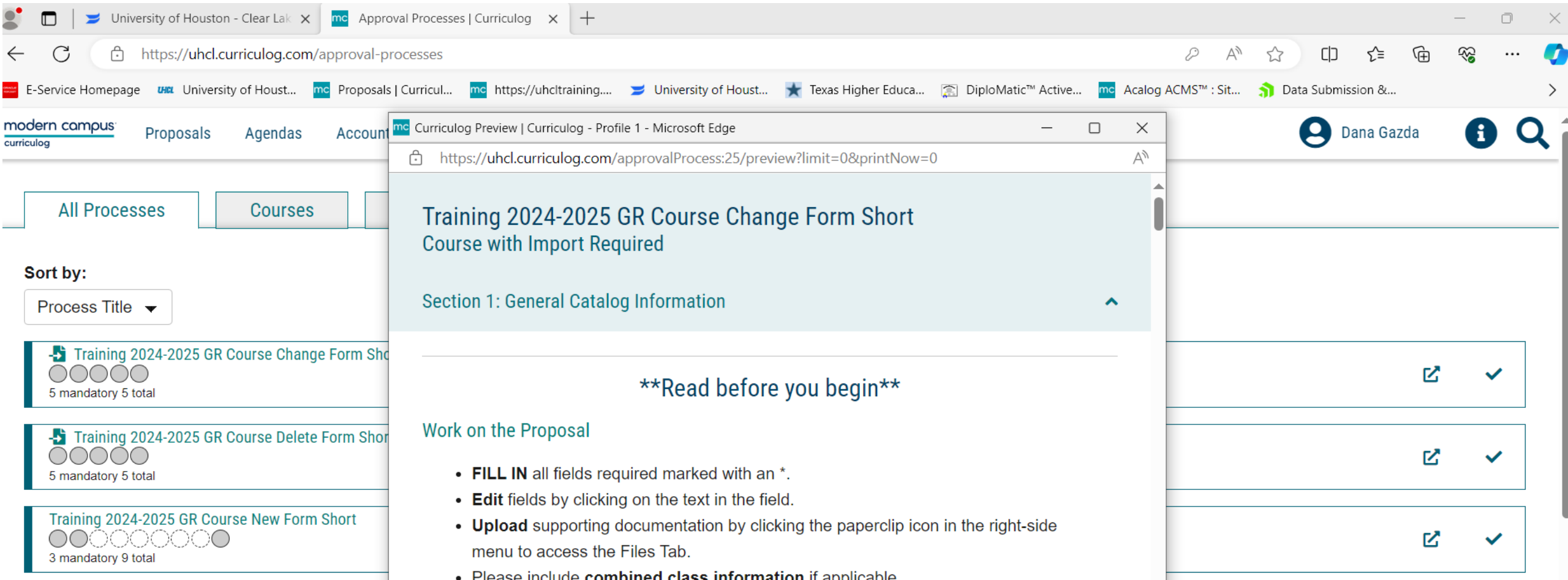
No Approval Processes Found

Navigation: [Previous 10](#) | [Next 10](#)

<b>Training 2024-2025 Academic Affairs Approval Tracking Sheet (no hidden fields)</b> ○○○○○○○○○○○○○○○○○○○○ 7 mandatory 12 total	   
<b>Training 2024-2025 Provost Office Course Fee Request</b> ○○○○○○○○○○○○○○○○○○○○ 4 mandatory 8 total	   
<b>Training GR Program New Template Page</b> ○○○○○○○○○○○○○○○○○○○○ 11 mandatory 15 total	 
<b>Training UG Program New Template Page</b> ○○○○○○○○○○○○○○○○○○○○ 11 mandatory 15 total	 

# Proposal Preview

See a preview of the form by selecting  .



University of Houston - Clear Lake | Approval Processes | Curriculog

https://uhcl.curriculog.com/approval-processes

E-Service Homepage | University of Houston | Proposals | Curriculog | https://uhcltraining... | University of Houston | Texas Higher Education | DiploMatic™ Active... | Acalog ACMS™ : Sit... | Data Submission &...

modern campus | Proposals | Agendas | Account

Curriculog Preview | Curriculog - Profile 1 - Microsoft Edge

https://uhcl.curriculog.com/approvalProcess:25/preview?limit=0&printNow=0

Dana Gazda

All Processes | Courses

Sort by: Process Title

Training 2024-2025 GR Course Change Form Short Course with Import Required

5 mandatory 5 total

Training 2024-2025 GR Course Delete Form Short

5 mandatory 5 total

Training 2024-2025 GR Course New Form Short



3 mandatory 9 total



Section 1: General Catalog Information



**\*\*Read before you begin\*\***

Work on the Proposal

- **FILL IN** all fields required marked with an \*.
- **Edit** fields by clicking on the text in the field.
- **Upload** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- Please include **combined class information** if applicable.

# Start Proposal

Start proposal by selecting  .

All Processes













Courses

Programs

Others

Sort by:

Process Title ▼

 Training 2024-2025 GR Course Change Form Short  5 mandatory 5 total	 
 Training 2024-2025 GR Course Delete Form Short  5 mandatory 5 total	 
Training 2024-2025 GR Course New Form Short  3 mandatory 9 total	 
 Training 2024-2025 GR Program Change Form Short	

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## **\*\*Read before you begin\*\***

### Work on the Proposal

- **FILL IN** all fields required marked with an \*.
- **Edit** fields by clicking on the text in the field.
- **Upload** supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- Please include **combined class information** if applicable.
- Please review **Scheduling Grid** for approved meeting patterns
- Complete the **Acknowledgement** section.
- **LAUNCH** proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow.
- Once the proposal has been launched, follow the steps to approve the proposal.

## Review Proposal

- View changes to the proposal by clicking the Discussion tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User Tracking dropdown.
- View current comments concerning this proposal by clicking the Discussion tab using the chat icon in the right-side menu.
- View the history of the proposal by clicking the Workflow Status tab using the bullet list icon in the right-side menu.
- View the files associated with the proposal by clicking the paperclip icon in the right-side menu to access the Files tab.

## Custom Route


- Department Chairs may request a **custom route** to incorporate program level approvers as needed.
- **Navigate** to the Proposal Toolbox and select Custom Route under the Decisions icon.
- Once you make your decision the system will allow you to set up the requested ad-hoc step for each section: participants, rules, decisions, and deadlines/reminders.
- A **System Administrator** will need to review and approve your request before it takes place.

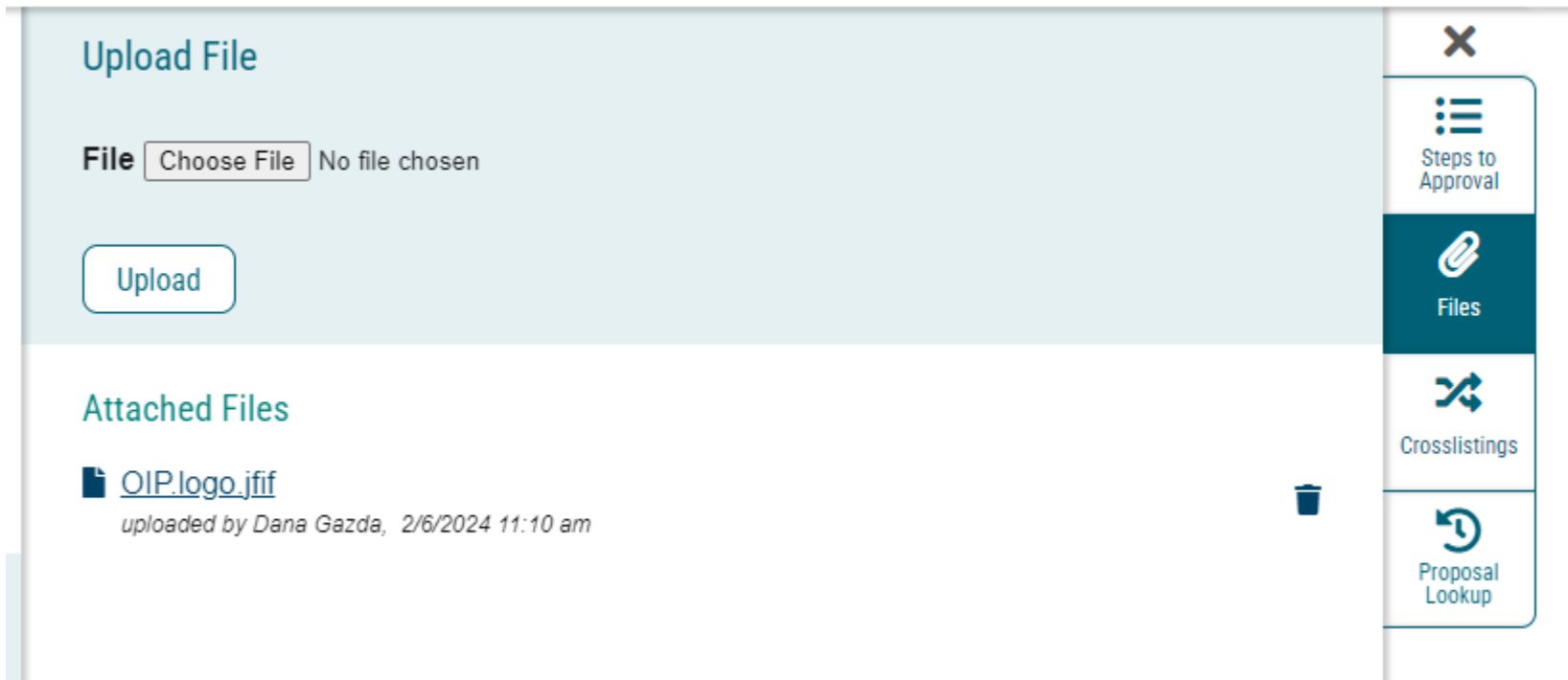
## Approve

- Comment on the proposal by clicking the Discussion tab using the chat icon in the right-side menu and clicking the + Add Comment button.
- Make a decision (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu.



# Files

The Files  tab will allow you to attach documentation to support your proposal. Any active participant on a step can attach a file.



The screenshot displays a user interface for uploading files. At the top, there is a header "Upload File" with a close button (X) on the right. Below the header, there is a "File" section with a "Choose File" button and the text "No file chosen". A large "Upload" button is positioned below this section. The "Attached Files" section shows a list of files, with one file named "OIP.logo\_jfif" listed. Below the filename, it says "uploaded by Dana Gazda, 2/6/2024 11:10 am". To the right of the file list is a trash can icon. On the far right, there is a vertical sidebar with four menu items: "Steps to Approval" (with a list icon), "Files" (with a paperclip icon and highlighted in dark teal), "Crosslistings" (with a double arrow icon), and "Proposal Lookup" (with a circular arrow icon).

# Save or Launch Proposal

- Section 3: Completed by The Registrar's Office.
- Save all changes
- Validate and Launch

## Section 3: System Administrator Only

### Effective Date

*Format for MM/DD/YYYY*

### Acalog OID (Item ID)

### Acalog Status

- Active-Visible
- Active-Hidden
- Inactive-Hidden

 Save All Changes

 Validate and Launch Proposal

# Save or Launch Proposal

- Course and Program Forms
  - System Administrator completed by the Assistant Registrar- Academic Support
- Save all changes
- Validate and Launch

## Section 3: System Administrator Only

### Effective Date

Format for MM/DD/YYYY

### Acalog OID (Item ID)

### Acalog Status

- Active-Visible
- Active-Hidden
- Inactive-Hidden

 Save All Changes

 Validate and Launch Proposal

# Validation Errors

Notice if there are errors on the proposal.  
Select Show me to see errors in red.

Could Not Launch Proposal

Please correct the following errors before launching the proposal.

Proposal has validation errors

Ok

Show Me

# Validation Errors

Example:

**Acknowledgement Statement\***

I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

Acknowledgement Statement is required

Make update

**Acknowledgement Statement\***

I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

Acknowledgement Statement is required

Launch proposal

 Save All Changes

 Validate and Launch Proposal

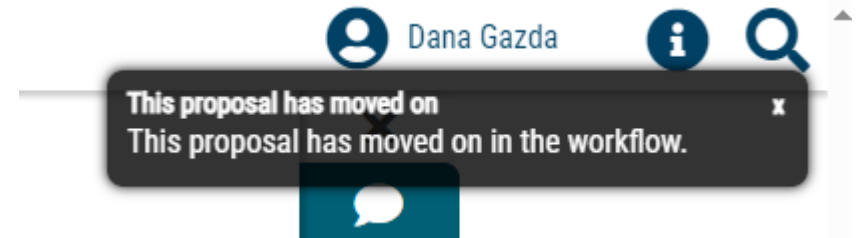
# Launch Proposal

## Notifications

### Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Propo" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.

Select Launch Proposal and receive notice the proposal moved on in the workflow.



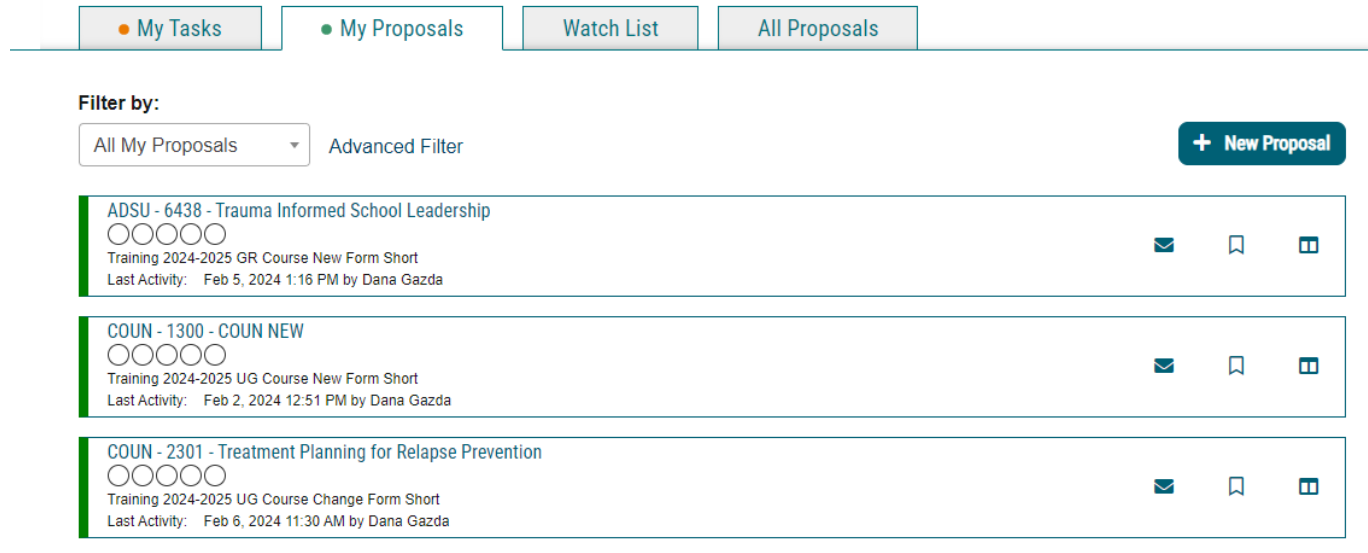
# Launch Proposal

Notice will be placed on My Recent Notifications

## My Recent Notifications

Feb 6 **Launched:** *The proposal, COUN - 2301 - Treatment Planning for Relapse Prevention, has been launched by Dana Gazda and is on the Department Level step. [Click here](#) to view the proposal.*

The proposal will appear on My Proposals tab.

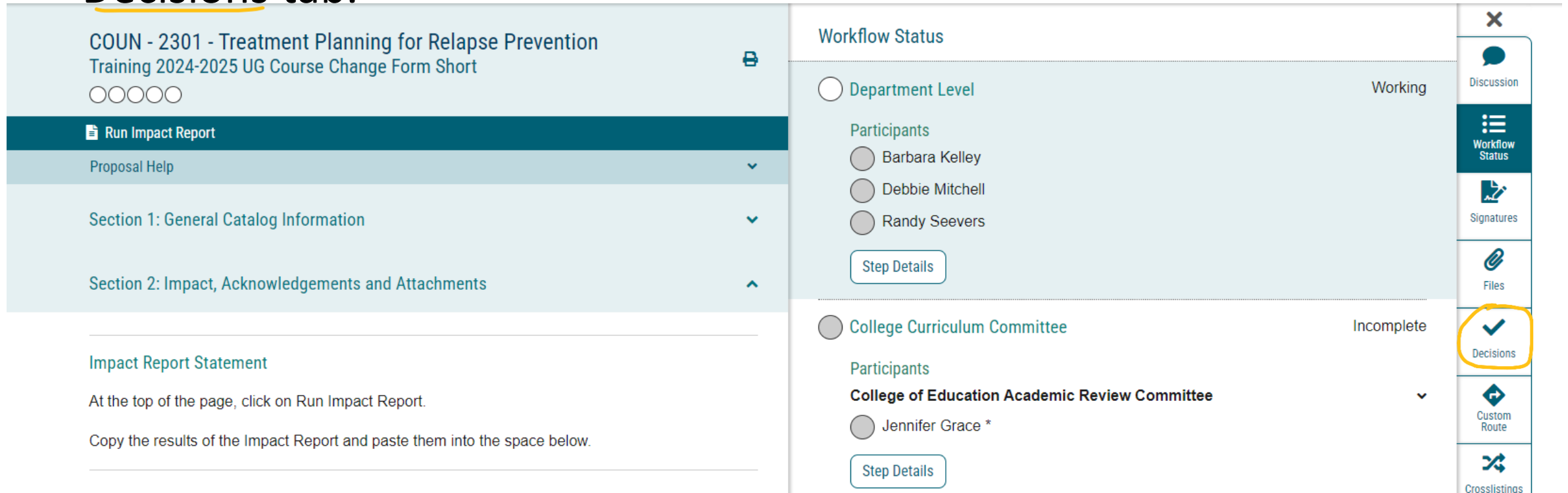


The screenshot shows the 'My Proposals' tab selected in a navigation bar. Below the navigation bar, there is a 'Filter by:' section with a dropdown menu set to 'All My Proposals' and an 'Advanced Filter' link. A '+ New Proposal' button is located to the right of the filter section. The main content area displays a list of three proposals, each with a progress indicator (five circles), a title, a subtitle, and a 'Last Activity' timestamp. Each proposal also has three icons: an envelope, a bookmark, and a calendar.

Proposal ID	Title	Subtitle	Last Activity	Progress	Actions
ADSU - 6438	Trauma Informed School Leadership	Training 2024-2025 GR Course New Form Short	Feb 5, 2024 1:16 PM by Dana Gazda	0/5	Envelope, Bookmark, Calendar
COUN - 1300	COUN NEW	Training 2024-2025 UG Course New Form Short	Feb 2, 2024 12:51 PM by Dana Gazda	0/5	Envelope, Bookmark, Calendar
COUN - 2301	Treatment Planning for Relapse Prevention	Training 2024-2025 UG Course Change Form Short	Feb 6, 2024 11:30 AM by Dana Gazda	0/5	Envelope, Bookmark, Calendar

# Workflow Status

- The proposal is moved to the next step in the workflow. The participants will get an email notification and make their vote on the Decisions tab.



The screenshot displays a workflow management interface. On the left is a sidebar menu with the following items: 'Run Impact Report' (highlighted), 'Proposal Help', 'Section 1: General Catalog Information', and 'Section 2: Impact, Acknowledgements and Attachments'. The main content area shows the proposal title 'COUN - 2301 - Treatment Planning for Relapse Prevention Training 2024-2025 UG Course Change Form Short' with a progress indicator of five empty circles. Below the title is an 'Impact Report Statement' section with instructions: 'At the top of the page, click on Run Impact Report. Copy the results of the Impact Report and paste them into the space below.' On the right is a 'Workflow Status' panel with a close button (X) and a sidebar of icons: Discussion, Workflow Status (highlighted), Signatures, Files, Decisions (highlighted with a yellow circle), Custom Route, and Crosslistings. The 'Workflow Status' panel lists two steps:

- Department Level** (Working):
  - Participants: Barbara Kelley, Debbie Mitchell, Randy Seevers
  - Step Details button
- College Curriculum Committee** (Incomplete):
  - Participants: College of Education Academic Review Committee
    - Jennifer Grace \*
  - Step Details button










# Email Notifications

## Curriculog Weekly Digest



no-reply@curriculog.com  
To: Gazda, Dana E

 We could not verify the identity of the sender. [Click here to learn more.](#)

  Reply  Reply All  Forward  

Mon 8/19/2024 12:16 AM

## Modern Campus Curriculum Activity Digest

*Proposals in which you are involved have changed. Modifications, comments and movement through the curriculum process triggers these notifications from Modern Campus Curriculum, so you can be informed about the curriculum process. You (or your system administrator) have opted to receive these messages once a week. For more information, click the links in the email to log into Modern Campus Curriculum and view the specific proposals. You can also find these messages in your User Dashboard under "My Notifications".*

### New Tasks Notification

**Wed 9:43 am:** You have been added to the the role, College of Human Sciences and Humanities Curriculum Committee Chair, by system administrator, Dana Gazda. As a result, the following proposals have now become your tasks:

- SOCI - 5032 - Mental Health and Illness Testing Edits Made an edit. On course. Not program.
- Sociology Test, M.A. Made edit with title.
- Testing Clinical Psychology M.A.

[Click here](#) to login and view "My Tasks."

### New Tasks Notification

**Tue 4:41 pm:** You have been added to the the role, College of Human Sciences and Humanities - Psychology Department Chair, by system administrator, Dana Gazda. As a result, the following proposals have now become your tasks:

- PSYC - 5031 - Human Growth and Development Today
- Psychology, M.S.
- Testing Clinical Psychology M.A.

[Click here](#) to login and view "My Tasks."

# My Tasks


- Proposals in your workflow will appear on the My Tasks tab.

Proposals Agendas Accounts Reports Dana Gazd

My Tasks My Proposals Watch List All Proposals

Filter by: All Tasks Advanced Filter + New Proposal

See approval from start to finish.

 Training 2024-2025 UG Program New Form Short (No Import) ○ ✉ 📌 🗄

Last Activity: Feb 5, 2024 4:39 PM by Dana Gazda

Approve Selected

Page: 1 Show: 10 results ▾


### My Recent Notifications


Feb 6 **Launched:** The proposal, COUN - 2301 - Treatment Planning for Relapse Prevention, has been launched by Dana Gazda and is on the Department Level step. [Click here](#) to view the proposal.

Feb 5 **Next Step:** The proposal, See approval from start to finish., is moving on to the next step and has become your new task. [Click here](#) to view the proposal in Curriculum and complete your task.

Feb 5 **Approved:** The proposal, See approval from start to finish., with the step of Provost Office (Regents, THECB, SACS) has


# Proposal Help


 Run Impact Report


Proposal Help 


## What can I do next?


### View the Proposal


View changes to the proposal by clicking the  Discussion tab and selecting "Show current with markup" on the User Tracking dropdown.

View current comments concerning this proposal by clicking the  Discussion tab.



View the history of the proposal by clicking the  Workflow Status tab.

View the signatures the proposal has collected by clicking the  Signatures tab.

View the files associated with the proposal by clicking the  Files tab.

Compare the proposal with related proposal by clicking the  Proposal Lookup tab.

### Work on the Proposal

Comment on the proposal by clicking the  Discussion tab and clicking the  Add Comment button.

Edit fields by clicking on the text.

# Agenda Administrator

Asterisk beside their name.

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College Curriculum Committee Incomplete

Participants

College of Education Academic Review Committee ▼

Jennifer Grace \*

[Step Details](#)




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Responsible for placing a vote on behalf of the committee.

Option for creating an agenda for the meeting. Can include items that are not course or program related.


# Ready for Export


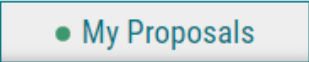


- Proposal has all approvals.


 Dana Gazda  


**This proposal is complete** 


This proposal has been completed. There is no more work to be done on it at this time.


 **Proposals** Agendas Accounts Reports

**Filter by:**  [Advanced Filter](#) 

 See approval from start to finish.



Training 2024-2025 UG Program New Form Short (No Import) 

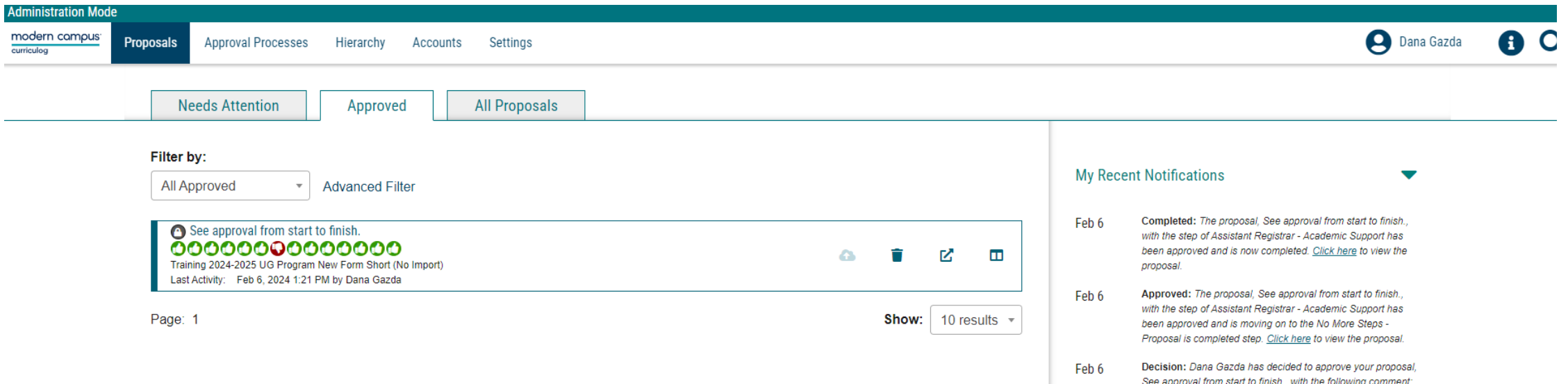
Last Activity: Feb 6, 2024 1:21 PM by Dana Gazda

Page: 1 Show:

# Completed Proposal

Administrator will mark proposal ready for export  .

- Daily process runs overnight to move field updates to Acalog.
- Registrar's Office will review the data points in Acalog before approving the upload of new data the following day.
- Manual process to update PeopleSoft.



The screenshot displays the 'Administration Mode' interface for 'modern campus curriculum'. The navigation menu includes 'Proposals', 'Approval Processes', 'Hierarchy', 'Accounts', and 'Settings'. The user is identified as Dana Gazda. The main content area shows a list of proposals with filters for 'Needs Attention', 'Approved', and 'All Proposals'. A specific proposal is highlighted with a 'Filter by: All Approved' dropdown and an 'Advanced Filter' option. The proposal details include a status bar with 10 green circles, the title 'Training 2024-2025 UG Program New Form Short (No Import)', and the last activity: 'Feb 6, 2024 1:21 PM by Dana Gazda'. Action icons for export, delete, share, and print are visible. A 'My Recent Notifications' sidebar on the right shows three notifications from Feb 6: 'Completed', 'Approved', and 'Decision'.

Administration Mode

modern campus curriculum

Proposals Approval Processes Hierarchy Accounts Settings

Dana Gazda

Needs Attention Approved All Proposals

Filter by: All Approved Advanced Filter

See approval from start to finish.

Training 2024-2025 UG Program New Form Short (No Import)

Last Activity: Feb 6, 2024 1:21 PM by Dana Gazda

Page: 1 Show: 10 results

My Recent Notifications

Feb 6 **Completed:** The proposal, See approval from start to finish., with the step of Assistant Registrar - Academic Support has been approved and is now completed. [Click here](#) to view the proposal.

Feb 6 **Approved:** The proposal, See approval from start to finish., with the step of Assistant Registrar - Academic Support has been approved and is moving on to the No More Steps - Proposal is completed step. [Click here](#) to view the proposal.

Feb 6 **Decision:** Dana Gazda has decided to approve your proposal, See approval from start to finish., with the following comment:

Event	Proposed Calendar 2024-2025
Curriculog role updates submitted to Assistant Registrar-Academic Support (Program Chairs, Coordinators, Directors and Chair of Faculty Senate)	May 1-June 28
Catalog cloned in Acalog. One time push of PeopleSoft course content to 2025-2026 Acalog catalogs.	July 22
Map 2025-2026 Acalog catalogs to 2025-2026 Curriculog forms.	July 22
One time push of PeopleSoft course content to 2025-2026 Acalog catalogs. Map 2025-2026 Acalog catalogs to 2025-2026 Curriculog forms.	July 22-August 23
Catalog opened for editing in Acalog. Curriculog forms available for adds, changes and deletions to courses and programs for the upcoming catalog year.	August 30, 2024
Annual Course Inventory cycle opens for upcoming catalog year (Curriculog add, change and delete course forms). Course approvals due to Assistant Registrar – Academic Support by noon.	August 30-December 20
Catalog reviewers (faculty/content owners) provide all changes to Acalog editor(s) by noon.	October 31
Catalog editors finish entering changes into Acalog. Editors notify reviewers (faculty/content owners) that changes in Acalog are ready for review.	November 26
Catalog reviewers (faculty/content owners) complete approval or rejection changes in Acalog and Curriculog. Reviewers notify editors of any further changes.	December 20

Events Continued	Proposed Calendar 2024-2025
Registrar's Office Annual Course Inventory Updates within PeopleSoft.	January 2-21
Catalog editors notify reviewers of final review. Last opportunity to make changes by noon.	January 10
Curriculog Program Forms due to Assistant Registrar-Academic Support for <b>upcoming</b> catalog year. Curriculog forms close by noon.	January 10
Catalogs locked and UG/GRD editorial review process begins (Acalog content is inaccessible and no further editing/changes are permitted) by 8 a.m.	January 21
Undergraduate and Graduate 2025-2026 Catalogs go live on UHCL Website	March 3
Curriculog role updates submitted to Assistant Registrar-Academic Support (Program Chairs, Coordinators, Directors and Chair of Faculty Senate)	
Catalog cloned in Acalog.	July 21
Map 2026-2027 Acalog catalogs to 2026-2027 Curriculog forms.	July 21-August 22
Catalogs moved from editing in Acalog to production in Acalog.	August 22



# Catalog Managers/Administration

Dana Gazda, Assistant Registrar-Academic Support

Email: [catalog@uhcl.edu](mailto:catalog@uhcl.edu)

Webpage: [Faculty and Staff Resources | Registrar | University of Houston-Clear Lake \(uhcl.edu\)](#)

## References

*Acalog University*. (2024, February 1). Retrieved from <https://acalog-support.zendesk.com/hc/en-us>.

*Curriculog University*. (2024, February 1). Retrieved from <https://curriculog-support.zendesk.com/hc/en-us>.