UHCL Curriculog Course Forms for 2025-2026 Catalogs

Curriculum changes need to be submitted on the corresponding Curriculog form.

This document contains directions for the following UHCL Curriculog forms:

2025-2026 GR Course New Form

1. Hierarchy Owner – Select Department from drop down list.
2. Academic Group (Acalog) – Select College from drop down list
3. Course Type–Select subject from drop down list
4. Prefix (Subject Area) – Select prefix from drop down list
5. Code (Catalog Nbr) – Number sequence – 4 digits; first digit 5 and 6 = graduate; 7 and 8 = doctoral. free text
6. New Prefix – This is for prefix/rubric not found in PeopleSoft. Four characters required.
7. New Course Type– This is for prefix/rubric not found in PeopleSoft. Four characters required.
8. CB Course Type– drop down list
9. Long Course Title– free text
10. Name (TITLE) – Max Length of 30 characters, appears in the schedule. free text
11. (Long) Description– Description as seen in catalog. Prerequisites/corequisites are identified in the next fields. free text
12. Repeat for Credit- Can the student take the course multiple times for earned credit hours, Yes or No.
13. May Be Repeated- Can a student repeat this course multiple times and earn credit for each repeat? If yes, enter may be repeated comments as seen in the catalog here. Some examples include, but are not limited to, may be repeated, may be repeated for credit with permission of instructor, may be repeated when genre or topic varies. Topics courses are generally repeatable for credit, each grad will calculate into the GPA and the three peat rule does not apply.
    - Leave blank if explanation is already listed in the course description.
    - Leave blank if the course may not be repeated for credit.
14. Multiple Enrollments Allowed– Can a student enroll in this course multiple times in the same semester? Yes or No
15. Field Experience/Trip- Select if field experience or field trips are required.
16. Graduate Options Course– Graduate/Masters Option: The course is one of the 3 scheduled graduate/masters options, which require continuous enrollment-project, thesis, or dissertation.   The course should have a grading basis of ABC/NC. Yes or No
17. Prerequisite– Prerequisite as seen in the catalog. Use #17 or #19, not both. Leave box blank if there is no prerequisite. free text
18. Corequisite- Corequisite as seen in the catalog. Use #18 or #19, not both. Leave box blank if there is no corequisite. free text
19. Pre- or Co-requisite– Pre- or Co-requisite as seen in the catalog. Use #17/#18 or #19, not both.   Leave box blank if there is no prerequisite or co-requisite. free text
20. Enforced Prerequisites– Please list the prerequisites you want enforced within PeopleSoft. Leave blank if you do not want the prerequisites enforced. free text

21. Equivalent Courses– Please list any equivalent courses. Is the new or changed course equivalent to a course previously offered? For example, if a student had taken the old course, left the program, then later returned; would you expect them to take the new course because it was so different that they would have missed critical content? If there is an equivalent active course, you must also send the same changes through under that prefix/number. Please leave blank if there is no equivalent course. free text
22. Cross-listed Courses - Please list any cross-listed courses, this means they are the same course (title, outcomes, and description), but with different prefixes or numbers. Please leave blank if there is no cross-listed course. free text
23. Min Units (Credits) – Formula to determine how many credit hours this course earns based on the catalog number. drop down list
24. Total Contact Hours– Formula adding the Lecture and Lab hour columns. drop down list
25. Contact Lecture Hours– drop down list
26. Contact Lab Hours– drop down list
27. Add Consent– Does a student need special consent to enroll in this course? Pick level of consent.
28. Grading Basis – drop down list
29. Course Credit Level– Formula to determine the course attribute for state reporting. drop down list
30. Course Typically Offered– Students can access this information in the schedule. drop down list
31. Course Components– drop down list
32. CIP Code– Enter the appropriate CIP Code format as seen on the Texas higher Education Data Page, https://apps.highered.texas.gov/program-inventory/?view=InvSearch. free text
33. Admin Unit Code– Formula for the appropriate code for this rubric. drop down list
34. Requires degree plan change? YES or NO - If yes, please list the plans that will have a change. Please note, you must submit a separate form for each of the updated degree plans in Curriculog.
35. Attachments -Any supporting documentation.
36. Acknowledgement Statement
37. Impact Report is not available on NEW Courses.
38. Effective Date -Populated by the Office of the Registrar when the form is at the last step.

2025-2026 GR Course Change Form

This form will import course information currently in the Working/Unpublished catalogs in Acalog. Edit the course form as needed.

1. Hierarchy Owner –drop down list.
2. Academic Group (Acalog) – drop down list
3. Course Type– drop down list
4. Prefix (Subject Area) – drop down list
5. Code (Catalog Nbr) – Number sequence – 4 digits; first digit 5 and 6 = graduate; 7 and 8 = doctoral. free text
6. New Prefix– This is for prefix/rubric not found in PeopleSoft. Four characters required.
7. New Course Type– This is for prefix/rubric not found in PeopleSoft. Four characters required.
8. CB Course Type– drop down list
9. Long Course Title– free text
10. Name (TITLE) – Max Length of 30 characters. free text
11. (Long) Description– Description as seen in catalog. Prerequisites/corequisites are identified in the next fields. free text
12. Repeat for Credit- Can the student take the course multiple times for earned credit hours, Yes or No.
13. May Be Repeated- Can a student repeat this course multiple times and earn credit for each repeat? If yes, enter may be repeated comments as seen in the catalog here. Some examples include, but are not limited to, may be repeated, may be repeated for credit with permission of instructor, may be repeated when genre or topic varies. Topics courses are generally repeatable for credit, each grad will calculate into the GPA and the three peat rule does not apply.
    - Leave blank if explanation is already listed in the course description.
14. Multiple Enrollments Allowed – Can a student enroll in this course multiple times in the same semester? Yes or No
15. Graduate Options Course– Graduate/Masters Option: The course is one of the 3 scheduled graduate/masters options, which require continuous enrollment-project, thesis, or dissertation.   The course should have a grading basis of ABC/NC. Yes or No
    - Leave blank if the course may not be repeated for credit.
16. Field Experience/Trips- Select if field experience or field trips are required.
17. Prerequisite– Prerequisite as seen in the catalog. Use #17 or #19, not both. Leave box blank if there is no prerequisite. free text
18. Corequisite- Corequisite as seen in the catalog. Use #18 or #19, not both. Leave box blank if there is no prerequisite. free text
19. Pre- or Co-requisite– Pre- or Co-requisite as seen in the catalog. Use #17/#18 or #19, not both. Leave box blank if there is no prerequisite or co-requisite. free text
20. Enforced Prerequisites– Please list the prerequisites you want enforced within PeopleSoft. Leave blank if you do not want the prerequisites enforced. free text
21. Equivalent Courses– Please list any equivalent courses.   Is the new or changed course equivalent to a course previously offered? For example, if a student had taken the old

course, left the program, then later returned; would you expect them to take the new course because it was so different that they would have missed critical content? Please leave blank if there is no equivalent course. free text

22. Cross-listed Courses - Please list any cross-listed courses, this means they are the same course (title, outcomes, and description), but with different prefixes or numbers. Please leave blank if there is no cross-listed course. free text

23. Min Units (Credits) – Formula to determine how many credit hours this course earns based on the catalog number. drop down list

24. Total Contact Hours– Formula adding the Lecture and Lab hour columns. drop down list

25. Contact Lecture Hours– drop down list

26. Contact Lab Hours– drop down list

27. Add Consent– Does a student need special consent to enroll in this course? Pick level of consent.

28. Grading Basis– drop down list

29. Course Credit Level– Formula to determine the course attribute for state reporting. drop down list

30. Course Typically Offered– Students can access this information in the schedule. drop down list

31. Course Components– drop down list

32. CIP Code– Enter the appropriate CIP Code format as seen on the Texas higher Education Data Page, https://apps.highered.texas.gov/program-inventory/?view=InvSearch. free text

33. Admin Unit Code– Formula for the appropriate code for this rubric. drop down list

34. Reason for change(s) – free text

35. Requires degree plan change? YES or NO - If yes, please list the plans that will have a change. Please note, you must submit a separate form for each of the updated degree plans in Curriculog.

36. Run Impact Report - select Acalog "Working, Unpublished 2025-2026 Graduate Catalog" > Generate Report. Copy and paste results into text box.

37. Attachments -Any supporting documentation.

38. Acknowledgement Statement

39. Effective Date and Acalog OID (Item ID) - Populated and verified by Office of the Registrar when the form is at the last step.

2025-2026 GR Course Delete Form

This form will import course information currently in the Working/Unpublished catalogs in Acalog.

1. Hierarchy Owner –drop down list.
2. Academic Group (Acalog) – drop down list
3. Course Type– drop down list
4. Prefix (Subject Area) – drop down list
5. Code (Catalog Nbr) – free text
6. Long Course Title– free text
7. Name (TITLE) – free text
8. (Long) Description– free text
9. Min Units (Credits) – drop down list
10. Expected Last Term– drop down list
11. Year of Expected Last Term– drop down list
12. Reason for Deletion– free text
13. Run Impact Report - select Acalog "Working, Unpublished 2025-2026 Graduate Catalog" > Generate Report.   Copy and paste results into text box.
14. Acknowledgement Statement
15. Effective Date, Acalog OID (Item ID) – Populated and verified by the Office of the Registrar when the form is at the last step.

2025-2026 UG Course New Form

1. Hierarchy Owner – Select Department from drop down list.
2. Academic Group (Acalog) – Select College from drop down list
3. Acalog Course Type– Select subject from drop down list
4. Prefix (Subject Area) – Select prefix from drop down list
5. Code (Catalog Nbr) – Number sequence – 4 digits; first digit 1 = freshman; 2 = sophomore; 3 = junior; 4 = 4 senior. free text
6. New Prefix – This is for prefix/rubric not found in PeopleSoft. Four characters required.
7. New Course Type - This is for prefix/rubric not found in PeopleSoft. Four characters required.
8. CB Course Type– drop down list
9. Long Course Title– free text
10. Name (TITLE) – Max Length of 30 characters. free text
11. (Long) Description– Description as seen in catalog. Prerequisites/corequisites are identified in the next fields. free text
12. Repeat for Credit- Can the student take the course multiple times for earned credit hours, Yes or No.
13. May Be Repeated – Can a student repeat this course multiple times and earn credit for each repeat? If yes, enter may be repeated comments as seen in the catalog here. Some examples include, but are not limited to, may be repeated, may be repeated for credit with permission of instructor, may be repeated when genre or topic varies. Topics courses are generally repeatable for credit, each grad will calculate into the GPA and the three peat rule does not apply.
    - Leave blank if explanation is already listed in the course description.
    - Leave blank if the course may not be repeated for credit.
14. Multiple Enrollments Allowed– Can a student enroll in this course multiple times in the same semester? Yes or No.
15. Field Experience/Trips -Select if field experience or field trips are required.
16. Prerequisite– Prerequisite as seen in the catalog. Use either #16 or #18, not both. Leave box blank if there is no prerequisite. free text
17. Corequisite-Corequisite as seen in the catalog.   Use either #17 or 18, not both. Leave box blank if there is no corequisite. free text
18. Pre- or Co-requisite– Pre-or Co-requisite as seen in the catalog. Use either #16/#17 or #18, not both. Leave box blank if there is no pre or co-requisite. free text
19. Enforced Prerequisite– Please list the prerequisites you want enforced within PeopleSoft. Leave blank if you do not want the prerequisites enforced. free text
20. Equivalent Courses–Please list any equivalent courses.   Is the new or changed course equivalent to a course previously offered? For example, if a student had taken the old course, left the program, then later returned; would you expect them to take the new course because it was so different that they would have missed critical content? Please leave blank if there is no equivalent course. free text
21. Cross-listed Courses - Please list any cross-listed courses, this means they are the same course (title, outcomes, and description), but with different prefixes or numbers. Please leave blank if there is no cross-listed course. free text

22. Min Units (Credits) – Formula to determine how many credit hours this course earns based on the catalog number. drop down list
23. Total Contact Hours– Formula adding the Lecture and Lab hour columns. drop down list
24. Contact Lecture Hours– drop down list
25. Contact Lab Hours– drop down list
26. Add Consent – Does a student need special consent to enroll in this course? Pick level of consent.
27. Grading Basis– drop down list
28. Course Credit Level– Formula to determine the course attribute for state reporting. drop down list
29. Course Typically Offered– Students can access this information in the schedule. drop down list
30. Course Component– drop down list
31. CIP Code– Enter the appropriate CIP Code format as seen on the Texas higher Education Data Page, https://apps.highered.texas.gov/program-inventory/?view=InvSearch. free text
32. TCCNS Subject and Course Number– If this is a freshman or sophomore course and the school is not using the TCCNS guide subject/course given – please enter the guide subject. For example; Composition 1 in the guide is ENGL 1301, UHCL uses WRIT 1301 – enter ENGL here. free text
33. Admin Unit Code– Formula for the appropriate code for this rubric. drop down list
34. Requires degree plan change? YES or NO - If yes, please list the plans that will have a change. Please note, you must submit a separate form for each of the updated degree plans in Curriculog.
35. Attachment
36. Acknowledgement Statement
37. Impact Report is not available on NEW Courses.
38. Effective Date -Populated by the Office of the Registrar when the form is at the last step.

2025-2026 UG Course Change Form

This form will import course information currently in the Working/Unpublished catalogs in Acalog. Edit the course form as needed.

1. Hierarchy Owner – drop down list
2. Academic Group (Acalog) – drop down list
3. Acalog Course Type– drop down list
4. Prefix (Subject Area) – drop down list
5. Code (Catalog Nbr) – Number sequence – 4 digits; first digit 1 = freshman; 2 = sophomore; 3 = junior; 4 = 4 senior. free text
6. New Prefix– This is for prefix/rubric not found in PeopleSoft. Four characters required.
7. New Course Type– This is for prefix/rubric not found in PeopleSoft. Four characters required.
8. CB Course Type– drop down list
9. Long Course Title– Description as seen in catalog. Prerequisites/corequisites are identified in the next fields. free text
10. Name (TITLE) – Max Length of 30 characters. free text
11. (Long Description) – Description as seen in catalog. Prerequisites/corequisites are identified in the next fields. free text
12. Repeat for Credit- Can the student take the course multiple times for earned credit hours, Yes or No.
13. May Be Repeated – Can a student repeat this course multiple times and earn credit for each repeat? If yes, enter may be repeated comments as seen in the catalog here. Some examples include, but are not limited to, may be repeated, may be repeated for credit with permission of instructor, may be repeated when genre or topic varies. Topics courses are generally repeatable for credit, each grad will calculate into the GPA and the three peat rule does not apply.
    - Leave blank if explanation is already listed in the course description.
    - Leave blank if the course may not be repeated for credit
14. Multiple Enrollments Allowed– Can a student enroll in this course multiple times in the same semester? Yes or No
15. Field Experience/Trips -Select if field experience or field trips are required.
16. Prerequisite– Prerequisite as seen in the catalog. Use #14 or #16, not both. Leave box blank if there is no prerequisite. free text
17. Corequisite- Corequisite as seen in the catalog. Use #15 or #16, not both. free text
18. Pre- or Co-requisite– Pre- or Co-requisite as seen in the catalog. Use #14/15 or #16, not both. Leave box blank if there is no pre or co-requisite. free text
19. Enforced Prerequisite– Please list the prerequisites you want enforced within PeopleSoft. Leave blank if you do not want the prerequisites enforced. free text
20. Equivalent Courses– Please list any equivalent courses. Is the new or changed course equivalent to a course previously offered? For example, if a student had taken the old course, left the program, then later returned; would you expect them to take the new course because it was so different that they would have missed critical content? Please leave blank if there is no equivalent course. free text

21. Cross- listed Courses - Please list any cross-listed courses, this means they are the same course (title, outcomes, and description), but with different prefixes or numbers. Please leave blank if there is no cross-listed course. free text
22. Min Units (Credits) – Formula to determine how many credit hours this course earns based on the catalog number. drop down list
23. Total Contact Hours– Formula adding the Lecture and Lab hour columns. drop down list
24. Contact Lecture Hours– drop down list
25. Contact Lab Hours– drop down list
26. Add Consent – Does a student need special consent to enroll in this course? Pick level of consent.
27. Grading Basis– drop down list
28. Course Credit Level– Formula to determine the course attribute for state reporting. drop down list
29. Course Typically Offered– Students can access this information in the schedule. drop down list
30. Course Component – drop down list
31. CIP Code– Enter the appropriate CIP Code format as seen on the Texas higher Education Data Page, https://apps.highered.texas.gov/program-inventory/?view=InvSearch. free text
32. TCCNS Subject and Course Number– If this is a freshman or sophomore course and the school is not using the TCCNS guide subject/course given – please enter the guide subject. For example; Composition 1 in the guide is ENGL 1301, UHCL uses WRIT 1301 – enter ENGL 1301 here. free text
33. Admin Unit Code– Formula for the appropriate code for this rubric. drop down list
34. Reason for change(s) – free text
35. Requires degree plan change? YES or NO - If yes, please list the plans that will have a change. Please note, you must submit a separate form for each of the updated degree plans in Curriculog.
36. Run Impact Report - select Acalog "Working, Unpublished 2025-2026 Undergraduate Catalog" > Generate Report. Copy and paste results into text box.
37. Attachments
38. Acknowledgement Statement
39. Effective Date and Acalog OID (Item ID) - Populated and verified by the Office of Academic Records when the form is at the last step.

2025-2026 UG Course Delete Form Short

This form will import course information currently in the Working/Unpublished catalogs in Acalog.

1. Hierarchy Owner – drop down list
2. Academic Group (Acalog) – drop down list
3. Acalog Course Type– drop down list
4. Prefix (Subject Area) – drop down list
5. Code (Catalog Nbr) – free text
6. Long Course Title– free text
7. Name (TITLE) – free text
8. (Long) Description– free text
9. Min Units (Credits) – drop down list
10. TCCNS Subject and Course Number. free text
11. Expected last term– drop down list
12. Year of expected last term– drop down list
13. Reason for Deletion– free text
14. Run Impact Report - select Acalog "Working, Unpublished 2025-2026 Graduate Catalog" > Generate Report.   Copy and paste results into text box.
15. Attachments
16. Acknowledgement Statement
17. Effective Date and Acalog OID (Item ID) – Populated and verified by the Office of the Registrar when the form is at the last step.