# Interacting with Curriculum Schema

FOLLOW THESE STEPS TO SET UP OR REVISE THE COURSE SEQUENCE FOR YOUR DEGREE/CERTIFICATE NEW OR DEGREE/CERTIFICATE CHANGE PROPOSALS IN MODERN CAMPUS CURRICULUM (CURRICULOG)

When you get to the Courses & Degree Sequence (Curriculum Schema) portion of your degree/certificate proposal, you will interact with the curriculum schema template (Degree/Certificate New approval process) or the existing curricula schema (Degree/Certificate Change or Degree/Certificate Status Change approval processes) that you imported before building the proposal. You will now add and/or remove courses or otherwise revise the course sequence for your degree/certificate.
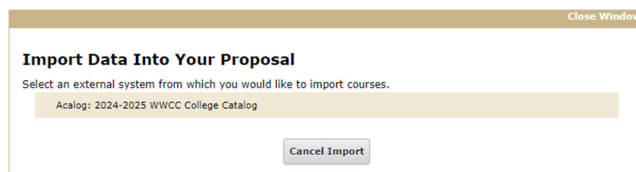
1. Import or Add Courses:

    a. Click the View Curriculum Courses tab.
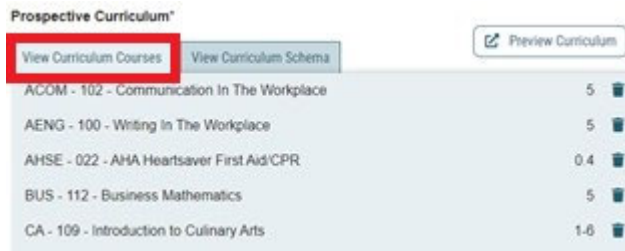
    b. For new/proposed courses that are in another approval process, click Add Course. To find and select existing courses needed for this degree/certificate, click Import Course.

    c. In the pop-up window, select the current catalog.

    d. A box will open, asking you for the Prefix, Course Number, and Course Title.

e. Recommended: When the search box displays, apply the filter called "Prefix." Type the subject you want, like CS or BIOL&, and click "Search Available Curriculum."

f. Click on a course title, then "Add Courses to Your Proposal" to add to add it to your Prospective Curriculum list. Repeat for other subject areas.

2. Place the courses into the sequence layout:

a. Click the "View Curriculum Schema" tab.

b. Click on the header for Quarter One. If you are adding new or existing courses to this term, click "Add Courses." It will bring up the full list of courses you imported in Step 1.
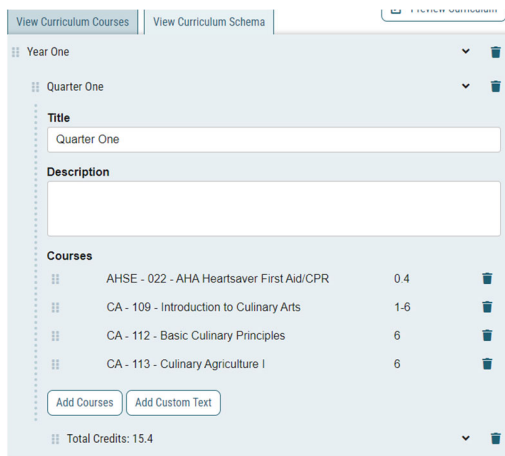
c. Select the courses you wish to add to Quarter One. Repeat for all remaining quarters.

d. Click "Save All Changes" at the bottom of the screen at any point.

3. Move and reorder courses as necessary.

To reorder courses within the sequence, hover over the six dots to the left of the course; when your cursor becomes a four-sided arrow, drag/drop the course to the desired location. Generally, we place courses in alphanumeric order. The trash icon will delete a course you want removed from the quarter or placed in error.

4. Your template may need an additional quarter or heading (called Cores) to better fit your course sequence. To add a Core to the sequence:

a. Scroll to the bottom and select "Add Core."

b. Add the title and description (ex. Quarter Four or Courses required prior to application to the <NAME> program).

c. Save. The new section you just created should be listed at the bottom of the degree sequence.

d. To move the new Core to its desired location within the sequence, hover over the six dots to the left; when your cursor becomes a four-sided arrow, you will be able to drag and drop it where it needs to be.

Please note that adding another quarter means actually adding two Cores: one with the name of the quarter (e.g., Quarter Four) and another below it for the total credits in the new term (e.g., Total Credits: #).

5. Once all courses are in place, enter or update the quarter, year, and degree credit totals. The total credits do not automatically calculate.

6. Click on "Preview Curriculum" to review the course sequence for the degree/certificate.
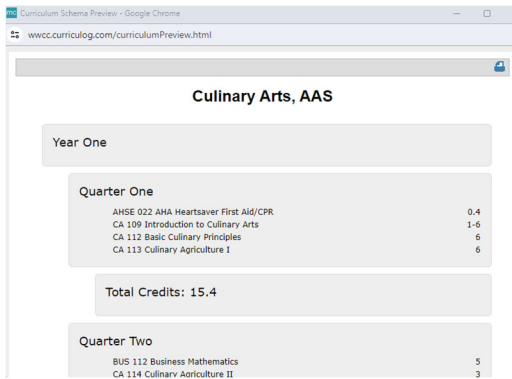
Here is another example, from the perspective of how the schema (course sequence) appears in the catalog. In this image, the area encompassed by the green box is the schema. Each of the sections (each group of courses in a quarter and each credit total) is a separate Core.

Year One

Quarter One

- ACCT& 201 – Principles of Accounting I **Credits: 5**
- BUS& 101 – Introduction to Business **Credits: 5**
- CS 110 – Introduction to Computers and Applications **Credits: 1–5**

Total Credits: 15

Quarter Two

- ACCT 115 – QuickBooks **Credits: 5**
- ACCT& 202 – Principles of Accounting II **Credits: 5**
- AENG 100 – Writing In The Workplace **Credits: 5 (W)**

Total Credits: 15

Quarter Three

- ACCT 175 – Payroll Accounting **Credits: 5**
- ACCT& 203 – Principles of Accounting III **Credits: 5**
- ACOM 102 – Communication In The Workplace **Credits: 5 (O, R)**
- BUS 112 – Business Mathematics **Credits: 5**

Total Credits: 20

Year One Total: 50

Grand Total: 50

PLAN CODE: ATBAAC45 (Previously EPC: 505A)

The following courses meet the related instruction requirements of this certificate/degree (one course per category required):

(W) – AENG 100

(M) – BUS 112, MATH& 146

(O) (R) – ACOM 102, CMST& 210