Curriculog FAQ

How do I login to Curriculog?

Select Curriculog in the Apps section of the CSUF Portal. It may be hidden in “More Apps”. If Curriculog is not in “More Apps”, please email Curriculog@fullerton.edu.

How do I start a proposal?

Click “New Proposal” and select the form you need.
Once I have filled in my proposal, what do I do?

You must first “launch” the proposal. You do this by clicking on this icon. If the launch is successful, you will get a verification message. If you have failed to fill out required information, the system will prompt you to do so. If there is someone missing in the Approval Process, there will be orange text in one of the boxes on the right hand side of the form. If you work on a proposal but do not complete it, click “Save All Changes” or click anywhere outside the form. Incomplete proposals will be saved under the 'My Proposals' tab until you launch it.

After launching, the process is still not complete! You must approve the proposal as the Originator to move it forward.

How do I approve a proposal?

1. Click Proposals

2. Click My Tasks tab to view proposals that require your approval

3. Find and click the appropriate proposal

4. Click “Edit Proposal”
5. The proposal will open for you to review.

6. When you are ready to make your decision - on the right side under Proposal Toolbox, click “Decisions”

This opens a window where you can approve or reject. Select your decision. If you are rejecting the proposal, a comment is required.

7. Click “Make Your Decision”. The proposal will move on to the next step.

**When should I import from the catalog?**

Curriculog is connected to our online catalog. When beginning a Course Change Proposal or Program Change Proposal, you must import the current catalog information form before you make any changes.

**How do I begin a Program Change Proposal?**

When you look at the Program Change Proposal, first select “program” or “shared core”—if you are only changing a concentration or option select “program”. When you import from the catalog, search for your program by name. If you cannot find it, contact us for assistance. After you have imported the current program information, you will see a long list of classes. On the left side of this list there are three icons. The default is the list of classes called “View Curriculum Courses”. If you need to add courses to your program change, scroll to the bottom of this list and import (courses currently in the catalog) or add (new courses) courses to this list. Once you have added all the courses then click on the middle icon “View Curriculum Schema” this displays how the program structure appears in the catalog. If you click on a grey bar, it will expand and show details for that section. You can add courses in the various sections, or custom text (like “and” or “or”) and update program descriptions.

**Once my proposal has been fully approved, when will it be implemented?**

Implementation dates vary based on the type of proposal. Special Course Proposals will be implemented (and available for scheduling) within 5 business days of receiving final
approval. If it is not available after 5 days, contact the Scheduling Office (after you have checked CMS to see if it is available). Please do not contact Scheduling before that date.

Fall semester approved proposals will typically be implemented the following fall semester and spring semester approved proposals the following spring semester).

I can’t find my proposal. Where did it go?

First, look under the “My Proposals”. If you don’t see the proposal, look for it under the “All Proposals” tab. Click Advanced Filter next to the drop down and search by prefix or title. Ensure the “Completed” box is checked when using the Advanced Filter.

I would like to send my proposal to someone outside of the Approval Process. How do I create a Custom Route?

A Custom Route is an additional ad hoc step that is outside the Approval Process. Custom Routes require Curriculog administrator approval. This feature is located in Decisions.
You will need to set the Participants, Rules, and Decisions. Click Participants first, and then click “Add Participants”.

Search the Hierarchy items for the person you would like to route the proposal to. Click on a user and they will be highlighted in blue. Click Add Role(s) when you are ready to move on.
In Rules, check “Edit Proposal” and “Make Comments”. Please leave the last two fields as-is.

In Decisions, select "Approve / Reject 100% for approval". You may select on Hold, Cancel, and Suspend, but it is not necessary. Then select “Proposal should advance to the next step.”
You may also determine where the proposal will be routed after the Custom Route. Once the individual(s) on the custom route step make a decision, it may return to your step or it may advance to the next step. Note: A user may not create another custom route from a custom route step.

Now you are ready to Request Custom Route. If you need to cancel the request, come back to this place and click “Cancel Custom Route.”

When the Administrator approves the request, you will then be able to approve the proposal. Once your decision is made, the proposal will then be advanced to the custom route.

**Why is a committee missing from the Approval Process?**

The Approval Processes in Curriculog were built according to University Policy Statements. If you have questions about the UPS, you should contact the Academic Senate office.

**The Approval Process has the incorrect people assigned. How can this be changed?**
Committee members and roles are always changing. If you notice a step has the incorrect person(s) assigned, please send an email to curriculog@fullerton.edu with the updated information.

**Do I need to submit a Program Change Proposal when I submit a New Course Proposal or Course Change Form?**

If the course you are proposing or changing impacts the verbiage in the Catalog then you must submit a Program Change Form.

**Why am I receiving an email to act on a proposal if I have already done so?**

If your email options are set to Daily Digest then you will receive an email the morning after the previous step is completed regardless if you have done anything or not. The system emails are automated. If desired, you can change your email options to “All emails” which will notify you immediately of any proposal that is awaiting your action. You can also check the step progress bar (with the circles) to see which step a proposal is on.

To change your email setting, click your name on the top right. Then click My Settings. Your name should appear on the left of the screen; click your name. You can find your email options and change if needed.
What are the Curriculog Deadlines?

The deadlines for Academic Programs can be found on www.fullerton.edu/academicprograms. However, your college will have deadlines that end prior. Please contact your dean’s office for this information.

Who do I contact for assistance?

Email us at Curriculog@fullerton.edu