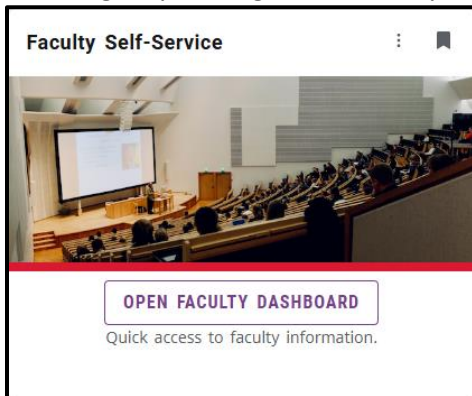


Curriculum Change Form

Curriculum Change Form in Banner 9

- 1) Login into MyUHart: <https://experience.elluciancloud.com/myuhart> and login using your single sign on credentials.
- 2) You can begin by clicking on the Faculty Dashboard Card.



- 3) Click on the Curriculum Change Form link.

Faculty Services

 Hello Lynn Marie Thibodeau,

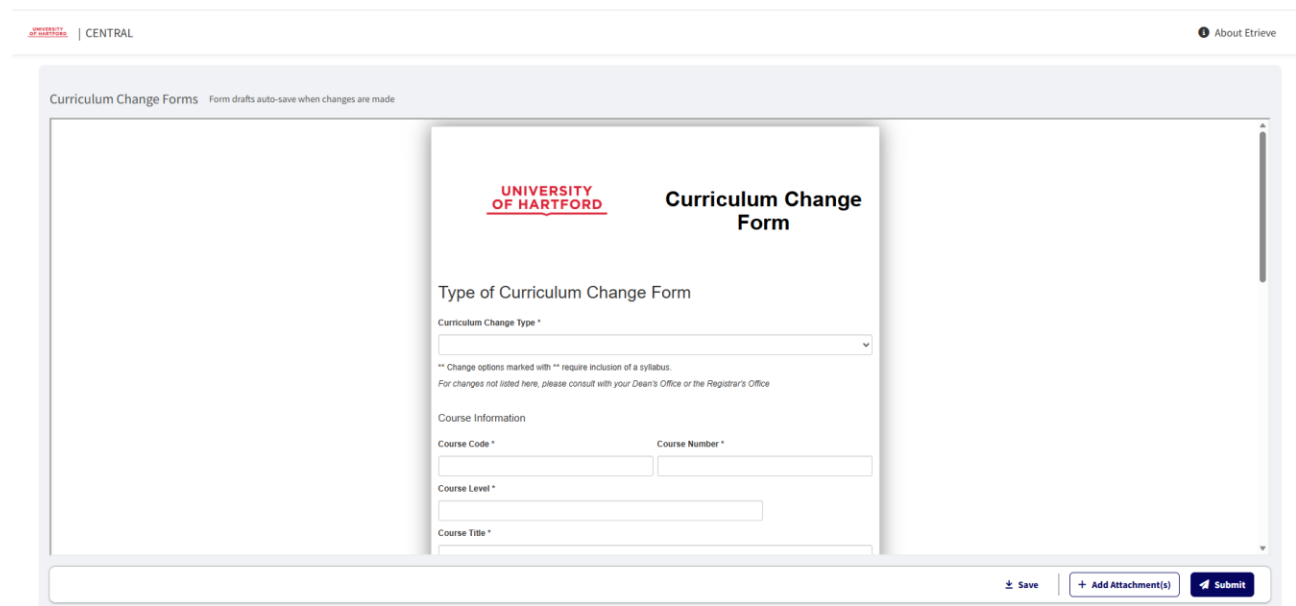
- Faculty Information**
 - Faculty Grade Entry
 - Class Lists
 - Drop Rosters
 - Student Academic Review
 - Faculty Detail Schedule
 - Faculty Week at a Glance
 - Academic Integrity Reporting Form
 - Grade Change Form
- Advisor Information**
 - View Advisee Listing
 - Student Search
 - Student Transcript (from Student Profile)
- Registration and Course Lookup**
 - Registration Menu
 - Course Lookup
 - Registration Overrides
- Faculty Senate**
 - Curriculum Change Form
 - Curriculum Change Form - prior version
 - Program Review Sheets
 - Add Special Topics Course
 - Add Special Topics Course - prior version
 - Tips for Curriculum Proposals
- Other Useful Links**
 - Compass
 - MyUHart
 - Blackboard
 - Degree Works
 - SoftDocs

- 4) This will open the required form in Softdocs. You may be prompted to log into Softdocs. If so, it will only require your email address to continue.

A screenshot of the Softdocs Sign-in page. The page has a white background with a light blue gradient on the right side. At the top, the word "Softdocs" is written in a large, bold, dark grey font. Below it, the word "Sign-in" is written in a smaller, bold, dark grey font. Underneath, the word "Email" is written in a small, dark grey font. Below that is a text input field with the placeholder text "hame@example.com". At the bottom, there is a blue button with the word "Continue" written in white.

Using the Curriculum Change Form

1. After logging into Softdocs, you will see the screen below.

A screenshot of the Curriculum Change Form in the Softdocs system. The page has a light grey header with the University of Hartford logo on the left and "About Etrieve" on the right. Below the header, there is a section titled "Curriculum Change Forms" with a subtitle "Form drafts auto-save when changes are made". The main content area is a white box with a red border. Inside, the University of Hartford logo is at the top left, and the title "Curriculum Change Form" is at the top right. Below the title, the text "Type of Curriculum Change Form" is followed by a dropdown menu labeled "Curriculum Change Type *". Below the dropdown, there is a note: "** Change options marked with ** require inclusion of a syllabus. For changes not listed here, please consult with your Dean's Office or the Registrar's Office". Below this, the section "Course Information" contains four fields: "Course Code *" and "Course Number *" (both with asterisks), "Course Level *" (with an asterisk), and "Course Title *" (with an asterisk). At the bottom of the form, there are three buttons: "Save", "Add Attachment(s)", and "Submit".

2. The Curriculum Change Form responds to the kind of change you are hoping to make. When you choose **Change Existing Course** from the first drop down menu, for example, you will be asked to check the box(s) that most closely reflects the nature of the change to the course. As you work your way through the form, please remember at all fields designated with an asterisk (*) are required. And ** requires the inclusion of a syllabus.



Curriculum Change Form

Type of Curriculum Change Form

Curriculum Change Type *

Change Existing Course ▼

☐ Course Description Change **

☐ Course Prerequisite Change

☐ Course Deletion

☐ Course Title Change

☐ Course Credit Change **

☐ Course Number or Code Change

☐ Add Course Crosslisting

☐ Remove Course Crosslisting

☐ Add a Co-Location **

** Change options marked with ** require inclusion of a syllabus.
For changes not listed here, please consult with your Dean's Office or the Registrar's Office

Course Information

Course Code *

Course Number *

Get Course Info

Course Level *

- All of the text driven fields will expand to accommodate longer entries. Just because the box looks small at first doesn't mean it cannot fit multiple paragraphs for Overlap, Impact, Justification for Change, etc.

Teaching Format

☐ Online
 ☐ Hybrid
 ☐ Classroom

Overlap *

PART I

It is an ancient Mariner,
And he stoppeth one of three.
'By thy long grey beard and glittering eye,
Now wherefore stopp'st thou me?

The Bridegroom's doors are opened wide,
And I am next of kin;
The guests are met, the feast is set:
May'st hear the merry din.'

He holds him with his skinny hand,
'There was a ship,' quoth he.
'Hold off! unhand me, grey-beard loon!
Eftsoons his hand dropt he.

He holds him with his glittering eye—
The Wedding-Guest stood still,
And listens like a three years' child:
The Mariner hath his will.

The Wedding-Guest sat on a stone:
He cannot choose but hear;
And thus spake on that ancient man,
The bright-eyed Mariner.

'The ship was cheered, the harbour cleared,
Merrily did we drop
Below the kirk, below the hill,
Below the lighthouse top.

4. Many of the fields are designed to help you as you fill out the form. For each of the areas where you may need a contact person or a Department Chair, simply begin typing a name and within a few letters a list will appear. You can simply click on the correct name in the list, and that will populate both the name as well as the email address fields.

The screenshot shows a form section with a header "prerequisites, and Laboratory Fee [if required]". Below this, there are two columns. The left column is titled "Contact Person *" and contains a dropdown menu with the text "thib" entered. Below the dropdown, a list of suggestions is visible: "Lynn Thibodeau" and "Aiden Thibodeau". The right column is titled "Contact Person Email" and contains an empty text field. Below this, there is another empty text field with the text "osal." visible. At the bottom of the section, there are two more columns: "Department Chair" and "Department Chair Email", both containing empty text fields.

5. When you have completed the form, please click the **Submit** button to move it to the next level of the workflow process. If you have not completed any of the required fields, the form will show in red which field(s) need to be filled out. If there is nothing applicable to enter, please enter NA, so the form can be submitted.

The screenshot shows the bottom of the form with two buttons. The first button is labeled "+ Add Attachment(s)" and the second button is labeled "Submit" with a paper plane icon.

To add an attachment use the “Add Attachment” button at the bottom of the form. Use this to upload the syllabus, where required.

Once you submit your Curriculum Change Form, Softdocs will kick off a workflow to route this form to the appropriate person for approval.

Working in the Softdocs Environment

If you are asked to review a curriculum change form, you will likely get an email indicating that there is a form waiting for you. If you click on the link included on that email, it will bring you to the main submission page for Softdocs. You can also log in directly by following this link:

<https://hartfordcentral.etrive.cloud/Index>. You will be asked to use your usual username and password, as well as provide for multifactor authentication.

The screenshot displays the 'Submissions' screen in the Softdocs environment. At the top, there are tabs for 'Submissions' (active) and 'Forms'. Below the tabs is a search bar and a filter section with buttons for 'Needs Review' (selected), 'In Progress', and 'Completed', along with a 'Clear all' link. The main area contains a table with columns for 'Package Name', 'Workflow', and 'Step'. The table lists five entries, each with a 'Package Name', a 'Workflow' button, and a 'Step' button. The first entry is 'SpecialTopicsCCF_WRT220WIntroduction to Professional Writing for the Arts' with a 'Special Topics CCF' workflow and a 'Coll Curric Committee Group' step. The second entry is 'CurricChgForm_ZZZ_211' with a 'Curriculum Change Forms' workflow and a 'Dept Chair' step. The third entry is 'CurricChgForm_ART_325W' with a 'Curriculum Change Forms' workflow and a 'SCAA' step. The fourth entry is 'CurricChgForm_CMM_212' with a 'Curriculum Change Forms' workflow and a 'Dept Chair' step. The fifth entry is 'CurricChgForm_BIO_108' with a 'Curriculum Change Forms' workflow and a 'Coll Curric Committee Chair' step. At the bottom, there is a pagination bar showing 'Showing 1 to 5 of 5 entries' and a page number '1'.

Package Name	Workflow	Step
SpecialTopicsCCF_WRT220WIntroduction to Professional Writing for the Arts	Special Topics CCF	Coll Curric Committee Group
CurricChgForm_ZZZ_211	Curriculum Change Forms	Dept Chair
CurricChgForm_ART_325W	Curriculum Change Forms	SCAA
CurricChgForm_CMM_212	Curriculum Change Forms	Dept Chair
CurricChgForm_BIO_108	Curriculum Change Forms	Coll Curric Committee Chair

Please notice that the product opens to the **Submissions** screen. You will see the list of items, or **Packages**, waiting for you to review listed below. You can filter your list based on where a form is in the process. Notice that the default filter is **Needs Review**.

This close-up screenshot focuses on the filter section of the 'Submissions' screen. It shows the 'Needs Review' button selected, with 'In Progress' and 'Completed' buttons also visible. A 'Clear all' link is present to the right. Below the filter buttons, there is a 'Workflow' dropdown menu currently set to 'Curriculum Change Forms'.

In addition to filtering for the status of a Package, you can also sort your list by Status, Last Activity, Submitted, or Submitter by clicking on the appropriate header at the top of the list.

Status↑↓	Last Activity↑↓	Submitted↑↓	Submitter↑↓
Needs Review	08/26/2026	08/26/2026	Lynn Thibodeau

You may notice that some of the items in the list of submissions are locked. These locks simply mean that someone else has begun the review process. Any user in the recipient group/role can lock a package. A document in a locked package can only be edited, approved, referred to, etc., by the user who locked it. Just viewing an unlocked package automatically locks it to that user..

CurricChgForm_ZZZ_211		Curriculum Change Forms	Dept Chair
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Curriculum Change Form Review

To review a form, you will begin by clicking on that form in the list on the submission page. The review screen is split into three parts. The body, the history of the form, and the actions available to you as the reviewer.

The Body of the form shows you the information that was entered by the submitter. This information is not editable to you.

On the right side of the screen, you will see the History of the document. This will show you the entire path from who has submitted the form straight down to your role. Notice that you can add an internal comment to this form.

Curriculum Change Forms ✓ Form saved

UNIVERSITY OF HARTFORD Curriculum Change Form

Type of Curriculum Change Form

Curriculum Change Type *

Change Existing Course

☐ Course Description Change ** ☐ Course Prerequisite Change ☐ Course Deletion

☒ Course Title Change ☐ Course Credit Change ** ☐ Course Number or Code Change

☐ Add Course Crosslisting ☐ Remove Course Crosslisting ☐ Add a Co-Location **

** Change options marked with ** require inclusion of a syllabus.
For changes not listed here, please consult with your Dean's Office or the Registrar's Office

Course Information

History

- Lynn Thibodeau Submitted 'Curriculum Change Forms'
Ip Address: 192.52.155.164
08/26/2026 at 2:37 PM
- Mary Ellen Smith Received
08/26/2026 at 2:37 PM
- Lynn Thibodeau Reassigned 'CurricChgForm_zzz_123' to Lynn Thibodeau. Reason: test.
08/26/2026 at 2:38 PM
- Lynn Thibodeau Moved by Lynn Thibodeau from step 'Dept Chair' to step 'End - Not Approved'. Reason: test
08/26/2026 at 2:55 PM
- Lynn Thibodeau Workflow Ended
08/26/2026 at 2:55 PM

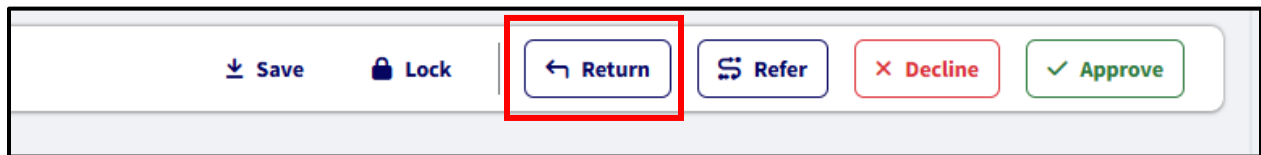
The internal comment is not visible to the submitter and is usually used to communicate between the levels of approval in the process. Please type your comment, if you have one, in the box and then click the **Send Comment** button.

Refer Decline Approve

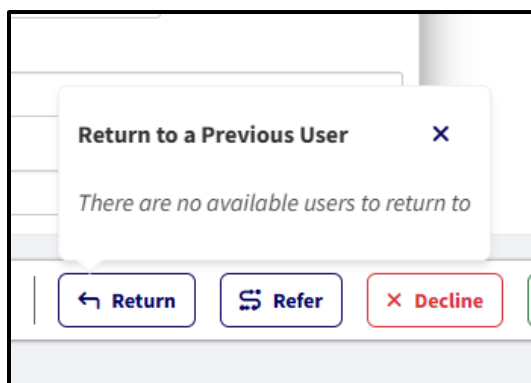
Send Comment

Comments

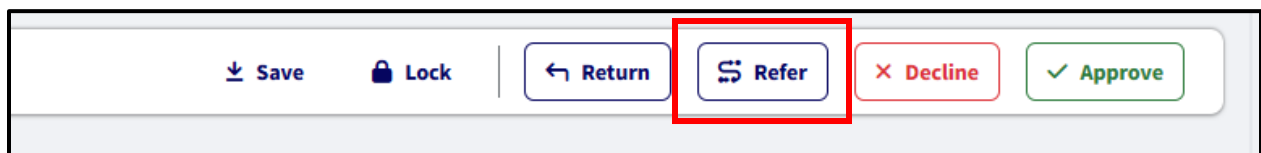
The final portion of the screen is the Action bar at the bottom of the form. When you review a form, you can either Approve, Decline, Refer, or Return.



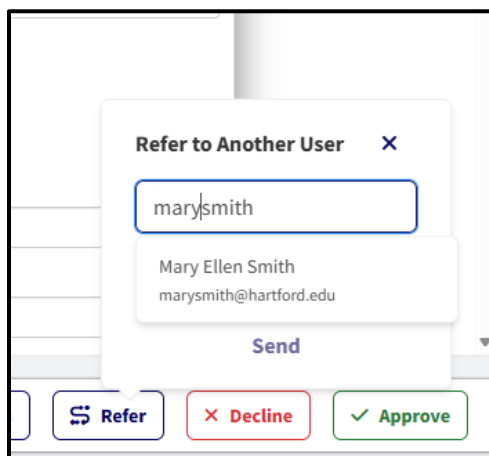
The **RETURN** action allows the document to be submitted to any previous user within the workflow for review. You will be asked to choose the user from the list provided. It is recommended that you include an internal comment as described above.



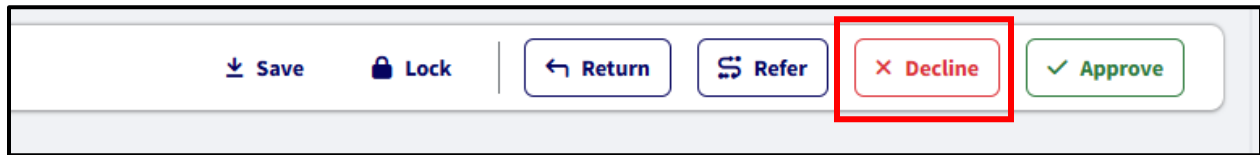
The **REFER** action allows the document to be submitted to an alternative user for review.



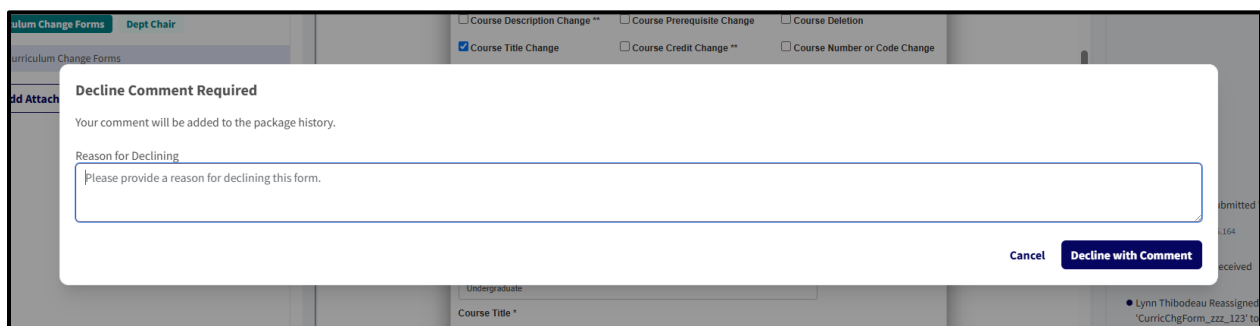
You will have to type the name of the user before you can refer this document forward.



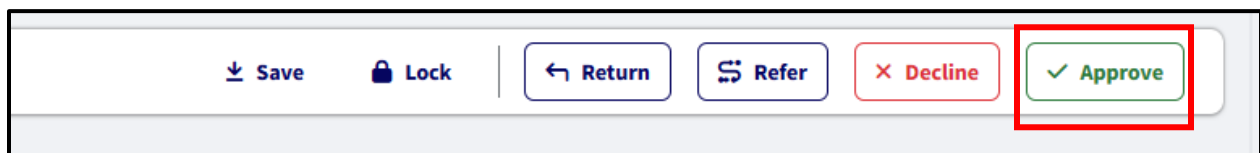
When you choose the **DECLINE** option, the document is sent through an alternate declined workflow. Typically, this will notify the submitter that their Curriculum Change Form has been declined. This form will not go through any other steps in the approval workflow.



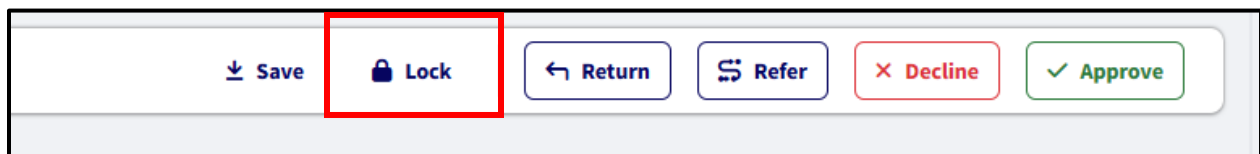
In order to decline, you will have to provide a comment explaining the declination.



The **APPROVE** action is perhaps the most obvious. The document is approved, allowing it to continue its approved workflow. If you are the final step in the approval process, the submitter will be notified.



The last remaining action is **Lock/Unlock**. As mentioned above These locks simply mean that someone else has begun the review process. Any user in the recipient group/role can lock a package. A document in a locked package can only be edited, approved, referred to, etc., by the user who locked it.



If you are not prepared to perform any action on the form, please be sure to click the LOCK button and it will switch to a un UNLOCK button. This will allow someone else to review this form.

