

Curriculum Change Workflow Instructions

The Curriculum Change Workflow is used to request curriculum changes to a student record. These updates can include changes to the following Banner forms: SGASTDN/SFAREGS, SHAINST, SHADEGR, SHACRSE, and SHATRNS. **Note:** Any graduate withdrawals, SHADEGR changes and internal course transfers will require a traditional Curriculum Change Form document to be filled out and sent to DEQC@nova.edu. For undergraduate student withdrawals please utilize the Student Withdrawal Notification Workflow.

Accessing the Curriculum Change Workflow (Must use Chrome Browser)

1. Log into Self-Service Banner through Sharklink or by logging in directly to <https://ssb.nova.edu>
2. Click on **Faculty and Advising Services** → **Advisor Menu** → **Curriculum Change** (see below)

NSUFlorida

The screenshot shows the NSU Florida Self-Service Banner interface. At the top, there is a 'Browse' dropdown menu. Below it, a breadcrumb trail reads 'Home > Faculty & Advisors > Advisor Menu'. A horizontal navigation bar contains several tabs: 'Personal Information', 'Student', 'Financial Aid', 'Faculty and Advising Services' (highlighted with a red box), and 'Employee'. Below this bar is a grid of links. In the grid, 'New Advising Student Profile' is highlighted with a red box, and a tooltip for 'Advisor Menu' is visible. Below the grid, there is a section with links: 'Term Selection' (highlighted with a red box), 'Advisee Listing', 'ID Selection', 'Curriculum Change' (highlighted with a red box), 'Student Academic Transcript', and 'Degree Conferral WF Report'. At the bottom left, there is a 'Course Catalog' link.

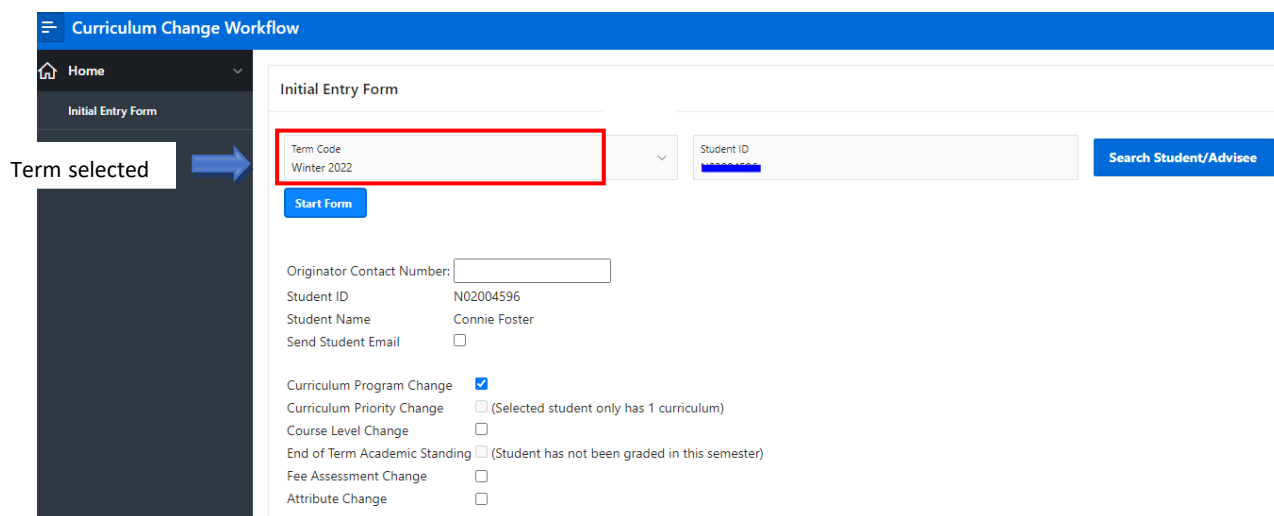
Note: The Term selected can be changed by going back to Advisor Menu and clicking on “Term Selection”.

2a. You will be directed to a second “Apex Login” to open the workflow request.

3. The “Select a Term” prompt will appear. The selected term will be used as the **effective term** of the requested change. Each academic center should have policies that dictate the designation of the effective term that changes can take effect.

The screenshot shows the 'Curriculum Change Workflow' page. On the left, there is a sidebar with a 'Home' link and an 'Initial Entry Form' link. The main content area is titled 'Initial Entry Form' and contains a 'Term Code' dropdown menu. Below the dropdown menu is a blue button labeled 'Start Form', which is highlighted with a red box.

Curriculum Change Workflow Instructions



Curriculum Change Workflow

Home

Initial Entry Form

Term selected →

Initial Entry Form

Term Code: Winter 2022

Student ID: [Redacted]

Search Student/Advisee

Start Form

Originator Contact Number: [Redacted]

Student ID: N02004596

Student Name: Connie Foster

Send Student Email: ☐

Curriculum Program Change: ☒

Curriculum Priority Change: ☐ (Selected student only has 1 curriculum)

Course Level Change: ☐

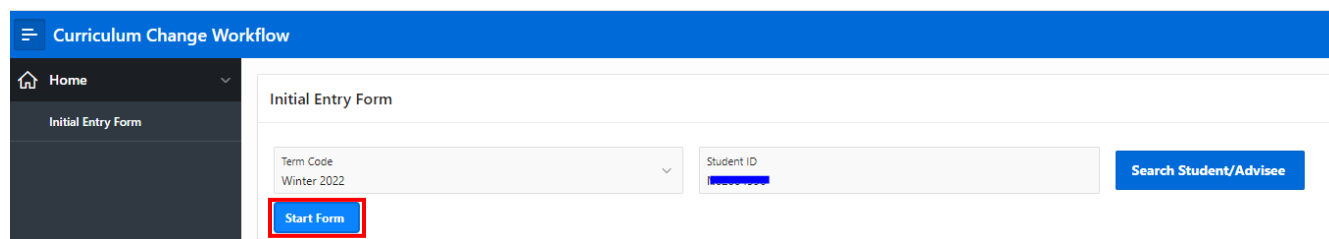
End of Term Academic Standing: ☐ (Student has not been graded in this semester)

Fee Assessment Change: ☐

Attribute Change: ☐

- Changes should generally be the next available term (not the current term). This is especially true for undergraduate students.
- **If the student has already been conferred, changes to Program, Major, Concentration, and/or Minor are not allowed.**

4. Enter the student's NSU ID when prompted for the "Student or Advisor ID", click "Start Form".



Curriculum Change Workflow

Home

Initial Entry Form

Initial Entry Form

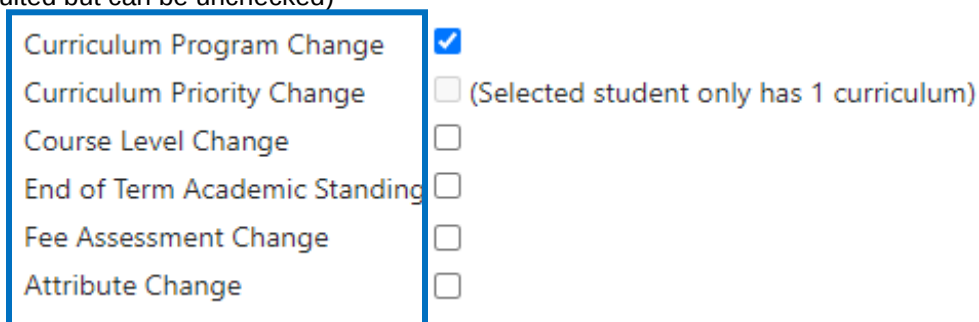
Term Code: Winter 2022

Student ID: [Redacted]

Search Student/Advisee

Start Form

5. Select the action desired. (more than 1 request can be selected, as needed; Program Change is defaulted but can be unchecked)



Curriculum Program Change ☒

Curriculum Priority Change ☐ (Selected student only has 1 curriculum)

Course Level Change ☐

End of Term Academic Standing ☐

Fee Assessment Change ☐

Attribute Change ☐

6. **Curriculum Program Change:** The curriculum program change is checked as a default but can be unchecked as needed. The following changes can be processed here: Program, adding a program as second priority, campus, catalog term, major, department, minor and concentration.

Curriculum Change Workflow Instructions

Curriculum Program Change																							
Current Program Program: (BA_HCAS_TR) HCAS Bachelor of Arts Trad ▼ Level: U1 Bachelors - Traditional Day Campus: 1MC Ft Lauderdale/Davie Campus Catalog: 201930 Winter 2019 MAJOR Field of study: U364 History Department: SHPS CAHS - History & Political Sci	New Program Program: (BA_HCAS_TR) HCAS Bachelor of Arts Trad ▼ ☐ Second Priority Level: U1 Bachelors - Traditional Day Campus: (1MC) Ft Lauderdale/Davie Campus ▼ Catalog: 201930 ▼ ☐ Change Catalog Term <table border="1"> <thead> <tr> <th>Major 1</th> <th>Major 2:</th> </tr> </thead> <tbody> <tr> <td>Major: Select a Major ▼</td> <td>Major: ▼</td> </tr> <tr> <td>Dept: ▼</td> <td>Dept: ▼</td> </tr> <tr> <td>Minor: Select a Minor ▼</td> <td></td> </tr> <tr> <td>Minor: Select a Minor ▼</td> <td></td> </tr> <tr> <td>Minor: Select a Minor ▼</td> <td></td> </tr> <tr> <td>Minor: Select a Minor ▼</td> <td></td> </tr> <tr> <td>Major 1 Concentration:</td> <td>Major 2 Concentration:</td> </tr> <tr> <td>▼</td> <td>▼</td> </tr> <tr> <td>▼</td> <td>▼</td> </tr> <tr> <td>▼</td> <td>▼</td> </tr> </tbody> </table>	Major 1	Major 2:	Major: Select a Major ▼	Major: ▼	Dept: ▼	Dept: ▼	Minor: Select a Minor ▼		Minor: Select a Minor ▼		Minor: Select a Minor ▼		Minor: Select a Minor ▼		Major 1 Concentration:	Major 2 Concentration:	▼	▼	▼	▼	▼	▼
Major 1	Major 2:																						
Major: Select a Major ▼	Major: ▼																						
Dept: ▼	Dept: ▼																						
Minor: Select a Minor ▼																							
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Minor: Select a Minor ▼																							
Major 1 Concentration:	Major 2 Concentration:																						
▼	▼																						
▼	▼																						
▼	▼																						

- **Students Current Program:** On the left side of the screen, select the student's current program. If the student is pursuing multiple programs of study concurrently, select the correct program to be changed. Once selected, the student's current curricula information in Banner will display.
- **Students New Program:** From the dropdown list, select the new program.
Note: The dropdown list will only display active Program codes and the majors, concentrations and/or minors according to the curriculum rules tied to the program in Banner.
- **Major, Concentration, and/or Minor changes:**
 - To Add – click on the next available field and select the correct code from the dropdown menu.
 - To Change – Click on the existing Major, Concentration, and/or Minor and select the new code.
 - To Inactivate – Click on the Inactivate check box associated with the Concentration, and/or Minor.

Note: Majors with multiple dept. codes may require a dept. code change to view additional concentration codes. The Catalog Term for Majors, Concentrations, and Minors will be defaulted to the Catalog Term affiliated with the Program Code.
- **Campus Code:** To change the campus code, select from the drop down menu.
- **Change Catalog Term:** Check the box and select the new catalog term. The term code should only be updated if the student will be following a different catalog than their original Catalog Term (as defined at the time of matriculation).
- **Second Priority:** At the Undergraduate level, to add a second priority for minor purposes, update the New Program section with the second priority information needed, and **check the "Second Priority" box** to indicate this program is to be added as a second curricula priority in SGASTDN.

Curriculum Change Workflow Instructions

Curriculum Program Change	
Current Program	New Program
Program: (BA_HCAS_TR) HCAS Bachelor of Arts Trad	Program: (BS_DED) FCE Bachelor of Science Day 1 Second Priority
Level: U1 Bachelors - Traditional Day	
Campus: Select a Campus	
Catalog: 202220	
☐ Change Catalog Term	
Level: U1 Bachelors - Traditional Day	Major 1: (U306) Child Development
Campus: 1MC Ft Lauderdale/Davie Campus	Major 2: Select a Major
Catalog: 201930 Winter 2019	Dept: (FJHS) FCE - Human Services
MAJOR Field of study: U364 History	Minor: Select a Minor
Department: SHPS CAHS - History & Political Sci	Minor: Select a Minor
	Minor: Select a Minor
	Minor: Select a Minor
Major 1 Concentration:	Major 2 Concentration:
v	v
v	v
v	v

7. **Course Level Updates:** The workflow will automatically display course level changes for students changing program levels, but individual course level change requests can also be submitted, as needed.

- For Course Level changes, select the new course level. Then check all courses that should change to the new level. Check or uncheck the questions following accordingly, then submit.

Curriculum Program Change ☒

Curriculum Priority Change ☐ (Selected student only has 1 curriculum)

Course Level Change ☒

End of Term Academic Standing ☐ (Student has not been graded in this semester)

Fee Assessment Change ☐

Attribute Change ☐

Course Level Change

New Course Level: (FA) Doctorate - Education

Current Courses							
TERM	SUBJ	CRSE	TITLE	LEVEL	CREDITS	GRADE	☐
201930	PYCL	0632	Social and Cultural Found.	P4	3	A	☐
201930	PYCL	0503	Coun Theor for Sch	P4	3	A	☐
201950	PYCL	0571	Eth Leg and Prof Iss Sch Coun	P4	3	A	☐
201950	PYCL	0515	Prin Of Sch Cnslng	P4	3	A	☐
202020	PYCL	0665	School Consultation	P4	3	A	☐

Curriculum Change Workflow Instructions

202050	PYCL	0510	College Planning	P4	3	A	☐
202120	PYCL	0560	Appr/Eval in School Coun	P4	3	A	☐
202120	PYCL	0689	Cont Schl Cnsl Internship	P4	3	A	☐
202120	PYCL	0688	School Counseling Internship	P4	3	A	☐

This student has 3 transferred courses from other institution(s), should they be applied to the new level? ☒ Yes

If this student has in progress courses for the current term, should they be applied to the new level? ☒ Yes

[Click here for the electronic version of the Curriculum Change form](#)

Note: Internal course transfers will need a curriculum change form to be completed and emailed to DEQC@nova.edu.

- Curriculum Priority Change:** Some students may be pursuing multiple programs of study concurrently. Using the drop down list provided indicate the requested priority change. Before providing any updates to the curriculum, **the program office is to confirm with the student that concurrent enrollment will be pursued.** The Curriculum Priority is to be set through the acceptance of the student in the Admissions form SAAADMS.

Curriculum Program Change ☒

Curriculum Priority Change ☒

Course Level Change ☐

End of Term Academic Standing ☐ (Student has not been graded in this semester)

Fee Assessment Change ☐

Attribute Change ☐

Curriculum Priority Change		
Active Programs	Priority	New
(BA_HCAS_TR) HCAS Bachelor of Arts Trad	2	0 - Inactivate ☒
(EDD_EDU) Doctor of Education	1	0 - Inactivate ☐
(BS_SPD) Undergrad SP Day	1	0 - Inactivate ☐
(BS SSD) CAHSS Bachelor of Sci Day	2	0 - Inactivate ☐

[Click here for the electronic version of the Curriculum Change form](#)

- Fee Assessment Change:** This area will display any current fee assessments attached to the students Banner record. To add enter the rate code in the available "New rate Code" field. To remove check remove next to the existing code. Click "Submit" upon completion.

Curriculum Change Workflow Instructions

- Curriculum Program Change ☒
- Curriculum Priority Change ☐
- Course Level Change ☐
- End of Term Academic Standing ☐ (Student has not been graded in this semester)
- Fee Assessment Change ☒
- Attribute Change ☐

Fee Assessment

Existing Rate Code:

New rate Code

[Click here for the electronic version of the Curriculum Change form](#)

Submit

Cancel

Curriculum Change Workflow Instructions

10. **Attribute Change:** This area will display all current attributes attached to the students Banner record. Check the remove box next to the existing attribute to be removed and/or click on Add New Attribute to add a new attribute.

Curriculum Program Change ☒
Curriculum Priority Change ☐
Course Level Change ☐
End of Term Academic Standing ☐ (Student has not been graded in this semester)
Fee Assessment Change ☐
Attribute Change ☒

Attributes

Existing Attributes: No Attributes

Add New Attributes

[Click here for the electronic version of the Curriculum Change form](#)

Submit **Cancel**

Attributes

Existing Attributes: UDO4 ☐ Remove
UFYR ☒ Remove

Add New Attributes

[Click here for the electronic version of the Curriculum Change form](#)

Submit **Cancel**

Email Confirmation: Once DEQC has processed the curriculum change request, a “Curriculum Change Form Confirmation...” email will be sent to the originator of the request. Please review the confirmation email for any comments regarding rejected requests. Follow-up with deqc@nova.edu as needed. (If the ‘Send Student Email’ indicator was selected, the student will receive a notice of completion when DEQC has processed the request)

Student Email Confirmation example:

Curriculum Adjustment Confirmation

Dear XXXXX (N000000000) :

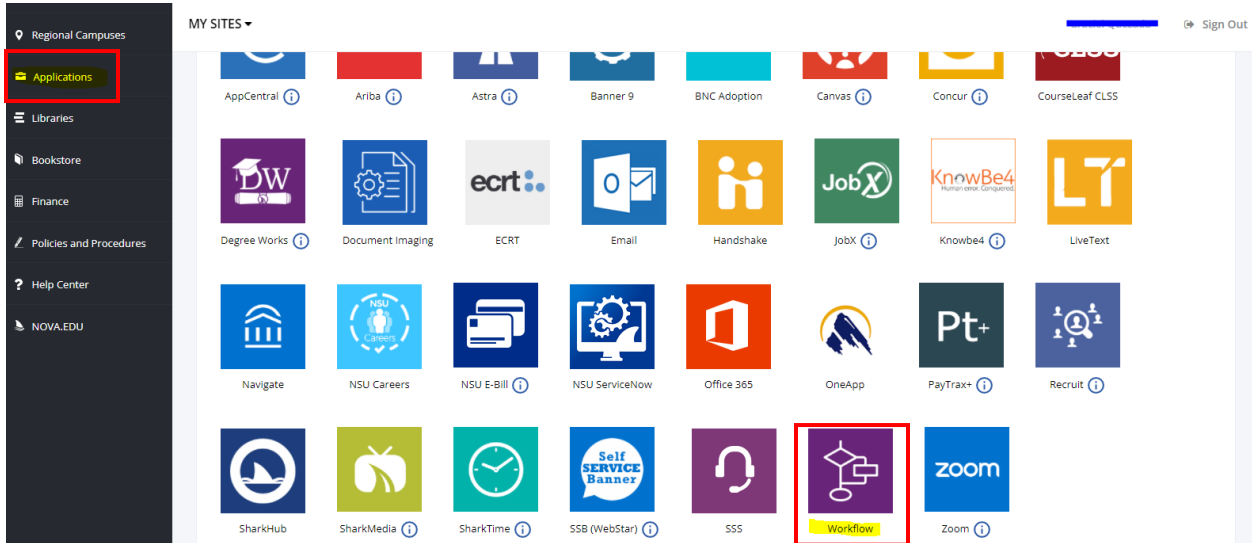
A curriculum adjustment has been made to your student record. Please review your Degree Evaluation in SharkLink to verify the change. For instructions on how to access your Degree Evaluation, visit www.nova.edu/registrar.

Please direct any questions you may have regarding the adjustment to your program contact or academic advisor.

Sincerely,
Enrollment and Student Services
Office of the University Registrar

Accessing the Student Withdrawal Notification Workflow (Undergrad withdrawals):

1. Log into **Sharklink**
2. Click on **APPLICATIONS**
3. Click on the **WORKFLOW** icon.



4. Go to Ellucian Workflow 1.0 console

Navigation

- Home
- My Account
- My Academics
- My Financial Aid
- Payroll
- Human Resources
- Student Resources
- Faculty Resources
- NSU Compliance Hotline
- University Resources

My NSU

My NSU / Applications / Workflows

NSU WORKFLOWS

NSU workflows consist of a sequence of repeatable and systematic, simple, or complex operations or work of a person or a group of people who provide services or process information.

Importance Notice:

The Banner WF team is working diligently to transition the Banner workflows currently in production to Ellucian Workflow.

Go to Banner Workflow Console

Name	Department
Affiliate DeProv Process	IT
Affiliate WF Process	IT
Banner Authentication	IT
Curriculum Program Change	ESS
Degree Conferral	ESS

Go to Ellucian Workflow 1.0 Console

Workflow	Department
Student Withdrawal Notification	ESS

Curriculum Change Workflow Instructions

Traditional Curriculum Change Form Document

Form: <https://www.nova.edu/ess-communitynet/eps/forms/curriculum-change-form.xlsx>
(Manually filled out and emailed to DEQC@nova.edu)



Curriculum Change Form

Date:
Student Name: Student ID:
Authorizing Individual: NSU Email: Phone #:
Effective Term of Change: *Changes should generally be effective for a current or future term.*

Student Status:

If Student Status is being updated to Inactive (IS), please indicate Withdrawal Reason. An End of Term Academic Standing update may also be necessary.

Withdrawal Reason:

End of Term Academic Standing:

If a student's Academic Standing is being updated to a withdrawn, dismissed, or suspended value please select a Withdrawal Reason above.

Program Catalog Term: Current Value: New Value:

Program Code: Current Value: New Value:

Major, Concentration, and/or Minor Changes:

Field of Study Type:	Action:	Code:	Catalog Term*:
Field of Study Type:	Action:	Code:	Catalog Term*:
Field of Study Type:	Action:	Code:	Catalog Term*:

** The Catalog Term for Majors, Concentrations, and Minors will be defaulted to the Catalog Term affiliated with the Program Code - unless otherwise specified. If the Major, Concentration, or Minor code was created after the student's Program Code Catalog Term, the Catalog Term will be defaulted to the term value of its creation.*

Campus Code: Current value: New value:

Curriculum Priority Change: * *Please describe necessary changes*

Learner Outcome (SHADEGR) Updates:

All curriculum changes listed above will automatically be updated to SHADEGR, if applicable. If prior curriculum updates are not currently reflected in SHADEGR, please indicate what updates are necessary.

Course Level Updates:

Do some courses at the current student level need to be moved to a different level? ☐ Yes ☐ No

Do some courses at the current student level need to be added to another level (Internal Transfer of credit) ☐ Yes ☐ No

If YES to either question above, please list the courses and the action necessary.

Current Level				Action	Additional Level/ NSU Equivalent		
Subject	Number	Term	Level		Subject	Number	Level

If additional courses must be moved or added, please list them in the Additional Information section

Additional Information:

Describe any additional changes that must occur with the academic record.

Please remit form to: DEQC@nova.edu

Updated 04/09/2019

Curriculum Change Workflow Instructions

The top six fields of the form (Date, Student Name, Student's ID, Authorizing Individual (Advisor), NSU Email, and Phone #) are all required fields. If the curriculum change form is missing any of the required information, the CCF will be sent back to the program office and he/she will be asked to provide the missing information.

Effective Term of Change: This field only allows for numeric values; as such, the value provided is to be listed in Banner coding: 201320, 201330, etc. Each academic center should have policies that dictate the designation of the effective term that changes can be effective.

- If the student is being Inactivated and/or Withdrawn, the effective term would be the student's last term of enrollment (students who registered, but were drop-deleted (DD) or web-dropped (DW) from all courses, are not considered to have been enrolled for the term).

Student Status: If the Student Status is being updated to Inactive (IS), there should be a **Withdrawal Reason** to accompany the **Student Status** update to indicate the reason for the student record being inactivated.

Note: If the student is concurrently enrolled in more than one program at the university, the student cannot be inactivated nor can a **Withdrawal Reason** be entered unless the student is withdrawing from all programs of study. Program offices would confer with the student to ensure an understanding of the student's enrollment intentions for all programs of study. If the student is withdrawing from one program of study, but intends on remaining enrolled in another program, then the necessary curriculum update is to be provided in the **Additional Information** sections.

Withdrawal Reason: The code provided will be updated in SHAINST

See **Note** above under **Student Status** for students concurrently enrolled in multiple programs of study.

End of Term Academic Standing: This value is updated in SHAINST and is reflected on the student's academic transcript.

Graduate Withdrawal Example:

Effective Term of Change 201730 *Changes should generally be effective for a current or future term.*

Student Status: IS - Inactive/Withdrawn
*If Student Status is being updated to Inactive (IS), please indicate Withdrawal Reason. An End of Term Academic Standing update **may** also be necessary.*

Withdrawal Reason: OW - Official Withdraw/Unknown Reason

End of Term Academic Standing: 00 - Good Standing
If a student's Academic Standing is being updated to a withdrawn, dismissed, or suspended value please select a Withdrawal Reason above.

Program Catalog Term: Current Value: 201220 New Value:

Program Code: Current Value: MIBA New Value:

Note: The same fields shown above should be completed for a reinstatement. (exclude withdrawal reason)

Catalog Term: The term code should only be updated if the student will be following a different catalog than their original Catalog Term (as was defined at the time of matriculation). A Program Catalog Term update may also be necessary when the student is moving to a program that was created after the student's original entry term. If this case arises, the Program Catalog Term should be the earliest term in which the program became available.

Curriculum Change Workflow Instructions

Internal Transfer Credit: A previously taken NSU course is being accepted as an 'internal' transfer course for a different program (for example, the student has taken CDM 5002 at the T2 level and is now enrolled in a D1 level program. The new D1 level program will accept this course for their MI 52015 course with a "TR" grade).

For courses that need to be treated as 'internal' transfer credit, complete the rows of data similar to this example:

<u>Subject</u>	<u>Number</u>	<u>Term</u>	<u>Level</u>	<u>Transfer</u>	<u>Subject</u>	<u>Number</u>	<u>Level</u>
CDM	5002	201520	T2	TR	MI	5205	D1

Reinstatement: A reinstatement request is when a student is on a leave of absence or has an "IS" status and would like to be re-activated without re-applying.

Learner Outcome (SHADEGR) Updates: All curriculum changes provided for Program Code, Major, Concentration, and/or Minor changes will automatically update in SHADEGR upon the student taking coursework and the graded courses rolling to history.