

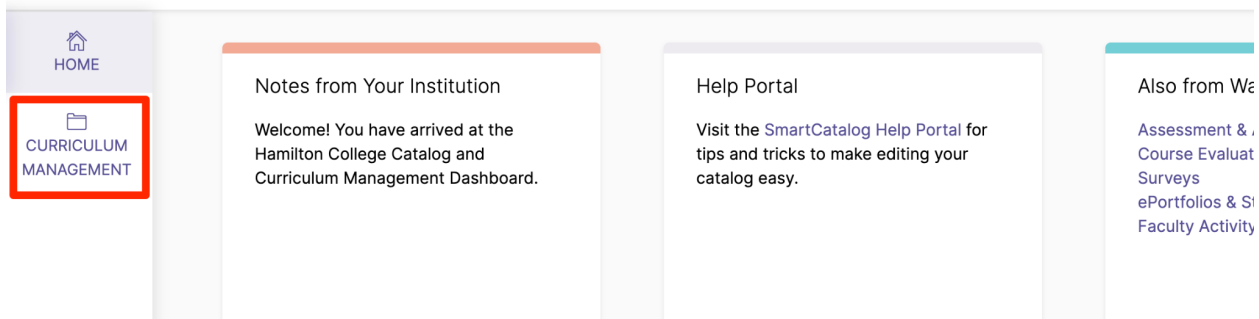
Managing Your Courses in SmartCatalog Curriculum Management

This document provides instructions, including screenshots and descriptions of the Course Change and New Course Forms for the [SmartCatalog Curriculum Management](#) system.

Adding or Changing a Course

1. Click the Curriculum Dashboard button.

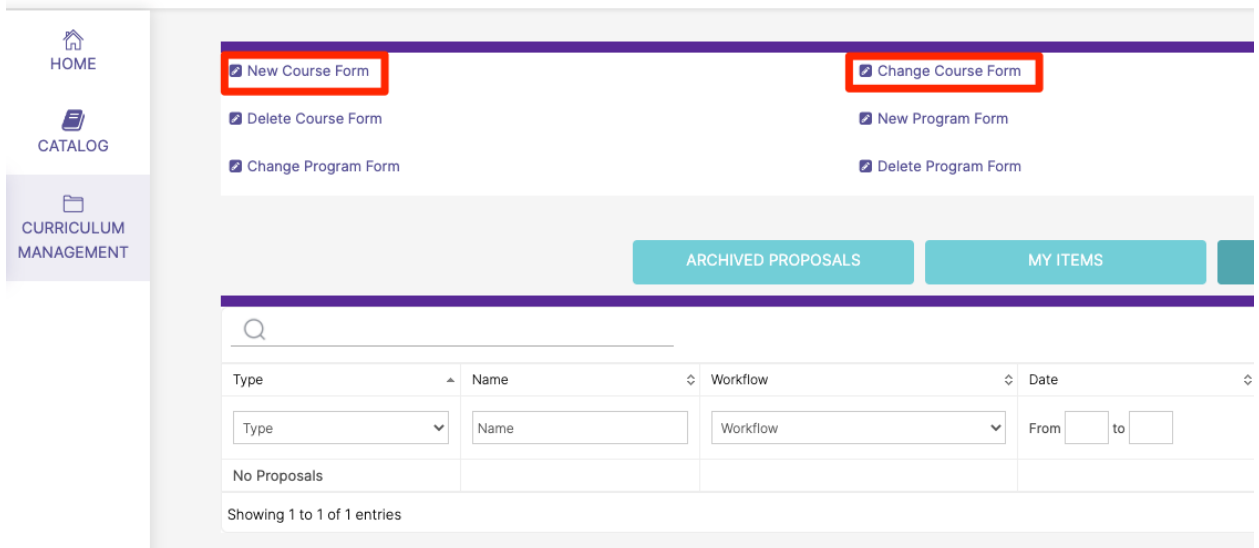
SmartCatalog by Watermark™



2. Click the **New Course Form** or **Change Course Form** link from the Curriculum Dashboard depending on your use case.

SmartCatalog by Watermark™

[download spreadsheet](#)



3. Once you select a course, the details will autofill.

CHANGE COURSE FORM

AFRST-102 Blackness Across the Diaspora

Department

Subject Code

This Course is Cross-Listed
If this new course is cross-listed to an existing course, please choose the parent course.


Course Number
Registrar's Office only, please. Course Numbers provided here will likely be overwritten.

Course Title


Short Title

Credit Hours

Course Description
Course descriptions are limited to 800 characters.


An interdisciplinary examination of the complex array of Black political, social and cultural practices across the Diaspora. It focuses on the experiences of people of African descent in North and South America, the Caribbean, Latin America and Africa. The class will include other readings from a variety of historical, literary, and artistic sources that offer insight into the dynamics of Black thought and discipline.

Additional Information
This additional clarifying information is added after the course description.


Open to first-years and sophomores only.

Course Form Field Details

1. Change Course Form Only: You can change the descriptions and other details, but Department, Subject Code and Course Number can not be edited.
2. New Course Form Only: If the Registrar's Office has not provided a **Course Number**, do not enter any number. If you have a preference for a number, indicate that in the Rationale. If you do

provide a number here, it will likely be overwritten by the Registrar's Office.

NEW COURSE FORM

Department *Required

Subject Code *Required

This Course is Cross-Listed
If this new course is cross-listed to an existing course, please choose the parent course.

Course Level *Required
The Registrar's Office will assign the final number.

100-level

200-level

300-level

400-level

500-level

Course Number
Registrar's Office only, please. Course Numbers provided here will likely be overwritten.

Course Title *Required

Short Title *Required

Credit Hours *Required

Course Description *Required
Course descriptions are limited to 800 characters.

4. When you select the **This Course is Cross-Listed** check box, a section to enter the course information will appear.
- a. Select a specific course by clicking on **Select a Course**, and following the steps to pick a course.
 - b. Then, select the **Impacted Departments** (the departments you wish to Cross-List with). This will allow the cross listing department/program to approve the request within the Curriculum Management Workflow before it goes to CAP.

AFRST-102 Blackness Across the Diaspora

Department

Subject Code

This Course is Cross-Listed
If this new course is cross-listed to an existing course, please choose the parent course.

Cross-Listed Courses

Cross-Listed Narrative

Please leave the Cross-Listed Narrative field blank.

Cross-Listed Subject Code

IMPACTED DEPARTMENT

Impacted Department		Impacted Departments Received
Africana Studies	<input type="checkbox"/>	Africana Studies
American Studies	<input type="checkbox"/>	American Studies
Anthropology	<input type="checkbox"/>	Anthropology

- The **Additional Information** field will appear in the Catalog course as notes. This is a good place to note information about populations the course might be available to or closed to. Enter additional information that you would like to appear in the Catalogue, that isn't part of the course description. Do not list prerequisite or corequisite courses here.
- The **Course Description** field is limited to 800 characters
- The **Enrollment Limit** is set for the type of course normal capacity. Please select the Enrollment Limit that best matches your course.
- To select a **Prerequisite** or **Corequisite** course, click the Select Course button and find the course you want to list. If the requisite is not a specific course, you can enter custom text in the Prerequisite Narrative or Corequisite Narrative field, e.g., "Take one course in Literature."

Enrollment Limit Please choose the lowest enrollment number based on the course's applicable course types.

Instructor(s) Recorded only for informational purposes. This information will not be displayed in the catalogue.

Prerequisites
 Leave blank if none exist. Don't add the word "Prerequisite".

Prerequisite Narrative

Course List

Corequisites
 Leave blank if none exist. Don't add the word "Corequisite".

Corequisite Narrative

Course List

Grading

Retakeable

- Select the term and yearly cycle for this course using the fields under the **Schedule** heading. If this course is not offered regularly, you can skip the offering information and note the offering details in the **Additional Information** section above.

SCHEDULE

Open to first year students

Offered in Fall

Offered in Spring

Other Offering Cycle

Yearly

Varies

10. For most **Course Types** you choose, a text box will open when you select the check box. You will need to enter a rationale for how this course meets the specific course type guidelines, e.g., SLOs.

COURSE TYPES

First Year Course

Restrictions **Required*

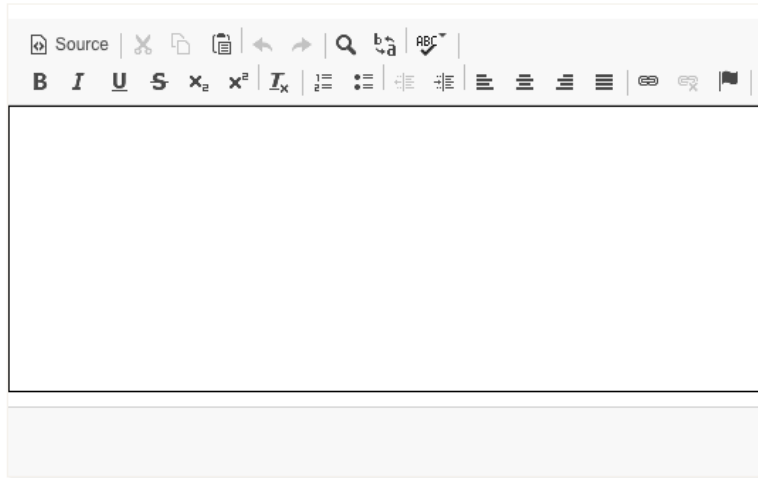
This course is restricted to first year students.

This is a multi-section course that includes a first year student section.

Proseminar

Describe how this course fulfills the CAP guidelines for Proseminars **Required*

CAP guidelines for proseminars. Links to: <https://www.hamilton.edu/cap/proseminar-guidelines-1>



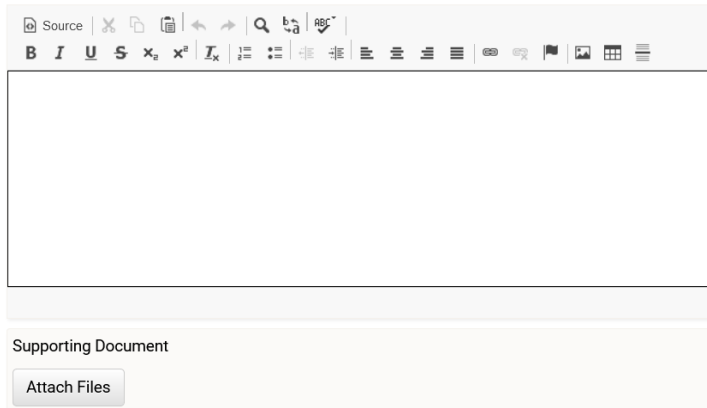
A rich text editor interface with a toolbar containing icons for source, undo, redo, search, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert, and fullscreen. Below the toolbar is a large empty text area for entering the course description.

Writing-Intensive

11. Provide a **Rationale** for the course change to help the approval body understand the reason for the course modifications you've provided. This information will not appear in the Catalogue.

RATIONALE

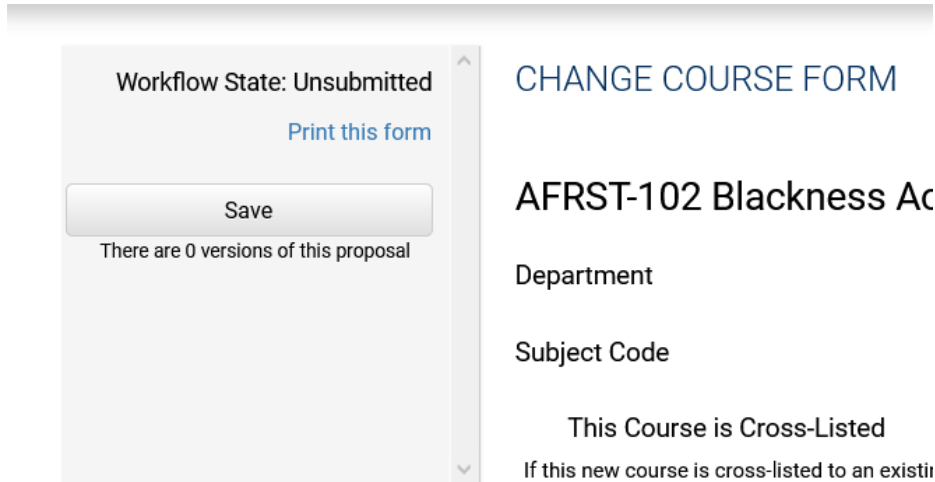
Rationale for Course Changes **Required*



A rich text editor interface with a toolbar containing icons for source, undo, redo, search, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert, and fullscreen. Below the toolbar is a large empty text area for entering the rationale. At the bottom of the form is a button labeled "Attach Files".

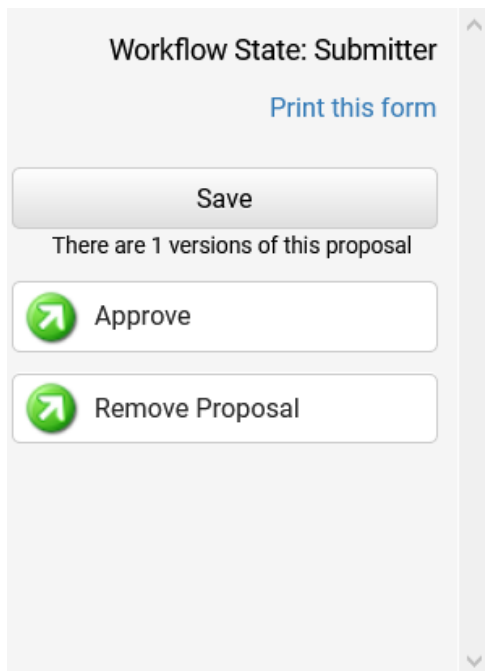
Saving Your Course

1. You can save your progress at any time by clicking the **Save** button in the left column. You must save before approving all changes and sending your changes to the through approval workflow process..



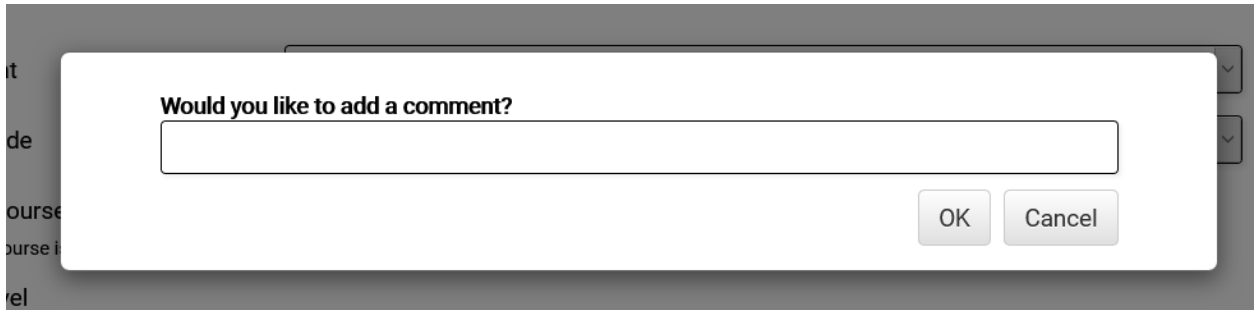
The screenshot shows a web interface for changing a course form. On the left, a sidebar contains the following elements: 'Workflow State: Unsubmitted', a blue link 'Print this form', a 'Save' button, and the text 'There are 0 versions of this proposal'. The main content area on the right displays 'CHANGE COURSE FORM' in blue, followed by the course title 'AFRST-102 Blackness Ac', the label 'Department', the label 'Subject Code', and a section titled 'This Course is Cross-Listed' with the text 'If this new course is cross-listed to an existi'.

2. When you have completed your changes, you **MUST** submit the form by selecting the **Approve** button in the left column.



The screenshot shows the same web interface as above, but the 'Workflow State' is now 'Submitter'. The sidebar on the left now includes: 'Workflow State: Submitter', a blue link 'Print this form', a 'Save' button, the text 'There are 1 versions of this proposal', a green 'Approve' button with a right-pointing arrow icon, and a green 'Remove Proposal' button with a right-pointing arrow icon. The main content area on the right remains the same as in the previous screenshot.

3. You can optionally provide comments in the box that appears. Be sure to click **OK** to complete the process.



The image shows a screenshot of a software interface. A dialog box is centered on the screen, asking the question "Would you like to add a comment?". Below the question is a single-line text input field. At the bottom right of the dialog box are two buttons: "OK" and "Cancel". The background of the interface is dimmed, showing some text like "it", "de", "course", "course i", and "rel" on the left side, and some dropdown arrows on the right side.

Important Note for Department Chairs and Program Directors

If you are submitting a new course/course change, you will need to ALSO approve the course in the workflow as the Department Chair/Program Director. You will be able to do that after the form is saved. The left column will change to approver and you can approve to move the request to the Impacted Department for Cross-Listed courses or to CAP.