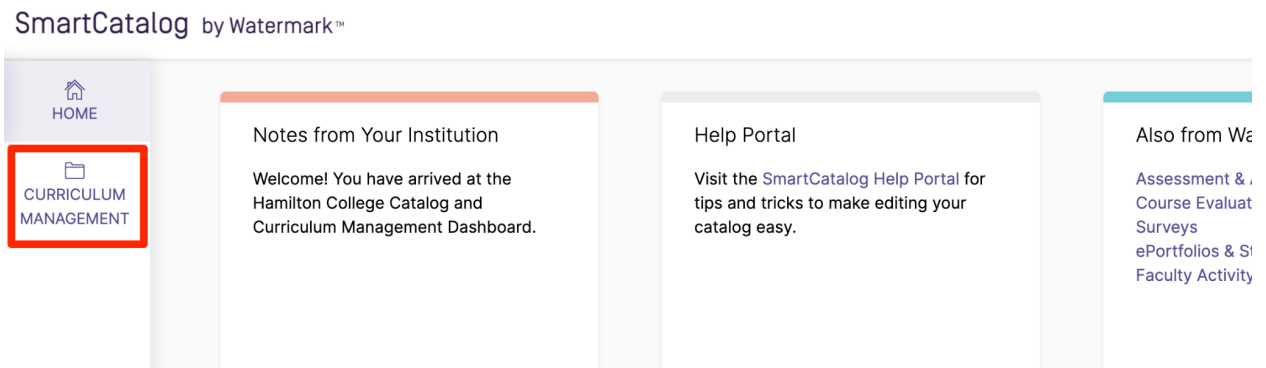# Managing Your Courses in SmartCatalog Curriculum Management
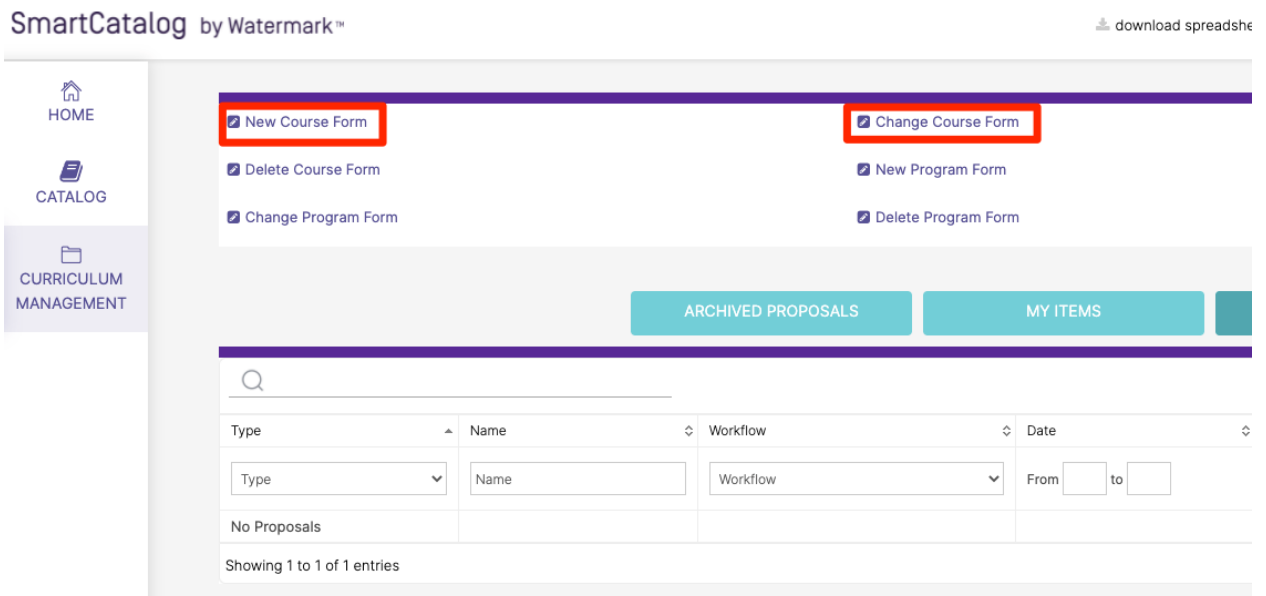
This document provides instructions, including screenshots and descriptions of the Course Change and New Course Forms for the [SmartCatalog Curriculum Management](#) system.

Adding or Changing a Course

1. Click the Curriculum Dashboard button.

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

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

CHANGE COURSE FORM

AFRST-102 Blackness Across the Diaspora

Department	Africana Studies
Subject Code	AFRST
This Course is Cross-Listed	☐

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

Course Number ⓘ	102

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

Course Title	Blackness Across the Diaspora
Short Title	BLACKNESS ACROSS DIASPORA
Credit Hours	1

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 foc
experiences of people of African descent in North and South America, the Caribbean, Latin America and Africa. The class will c
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 addtional 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	Africana Studies ▾
Subject Code	AFRST ▾

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
[Select a Course] [Add Proposed New Course]

IMPACTED DEPARTMENT

Impacted Department		Impacted Departments Received
Africana Studies	☐	Africana Studies
American Studies	☐	American Studies
Anthropology	☐	Anthropology

5. 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.
6. The **Course Description** field is limited to 800 characters
7. The **Enrollment Limit** is set for the type of course normal capacity. Please select the Enrollment Limit that best matches your course.

8. 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.".

9. 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.

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

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*

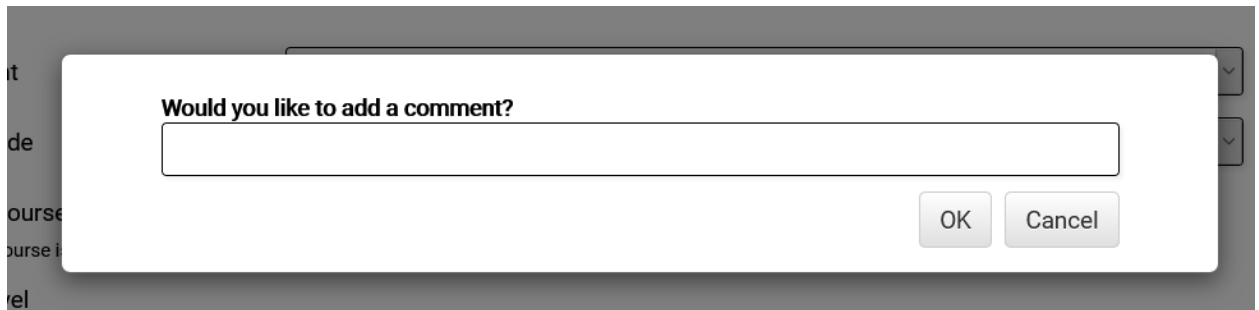Supporting Document

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..

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

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

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.