

CURRICULOG TIPS

- 1) Phone number
The Curriculog manager often changes the phone number to this format—but not always.
(940) 565-2404
- 2) Short Course Title
Use ALL CAPITAL LETTERS for the short course title. This is limited to 22 characters/spaces. This is the title that will appear in most versions of the online schedule, and this is also the title that will appear on each student's transcript (unless UNT has changed the format of transcripts over the past few years).
- 3) CIP Code
Even though a note in Curriculog indicates that the CIP code does not include any spaces, the Curriculog manager often—not always—adds a space after each period.
Two formats are possible, it seems.
XX. XXXX. XX. XX or **XX.XXXX.XX.XX**
- 4) Semester Credit Hours
Please include the word *hours*, which is part of the preferred format for Curriculog.
3 hours
- 5) Frequency of offering
There is no rule for this. For the sake of consistency, please consider using one of the options provided below. These are the forms that are typically accepted (i.e., not changed) by the Curriculog manager.
Every semester
Every year
Every other year
- 6) Prerequisite
 - Please look at similar courses in the UNT Catalog to see the format that is used most often. For example, in our department most languages use *XXXX 2050 or equivalent* as the prerequisite for every course at the 3000 level.
(XXXX = ARBC or CHIN or FREN and so forth)
ARBC 2050 or equivalent. [Note: Include a period.]
 - If the prerequisite includes an option for students to bypass a specific course prerequisite, use *or consent of department* at the end of the prerequisite.
9 hours of advanced [language] or consent of department.
- 7) Consultation with other departments
We do not ask other departments to **approve** or **reject** a proposed change or a proposed experimental/new course. This is only a consultation.
 - The best way to have proof of a consultation is to send an e-mail to the department chair of each department that might be affected by the change or the experimental/new course. You can attach a PDF file of the e-mail exchange in Curriculog. This will allow other people to see the content of each consultation.
 - If there is some type of hesitation or resistance, you simply need to adjust the justification to explain why/how the course will not have a negative impact on some other department or program.