Program Coordinator Change Form Instructions

The Program Coordinator Change Form should be used when the coordinator of a degree, certificate, minor, or concentration changes. This form facilitates revising accreditation documents, the ECU Catalog, websites, mailing lists, and other ECU records with the new program coordinator’s information.

1. **Locate the W- Program Coordinator Change Form in Curriculog**
   - Select the **New Proposal** button.
   - Scroll to the 3rd page of forms by clicking the “Next 10” button twice.
   - Locate the **W – Program Coordinator Change Form**, and then follow the instructions below.

2. **How to Import**

   The first step in completing the form is to Import the program that needs to be updated. Click the check mark on the form to begin.

   After clicking the check mark, a fly-out will appear on the right-hand side of the screen where programs can be filtered by Name. After entering the name of the program and selecting either the **Undergraduate** or **Graduate** catalog in the Source field, click the Search button.
After clicking search, select the **Preview and Build** icon for the program that is being revised.

Next, the program information that will be imported into the proposal will appear.

Scroll to the bottom of this screen, and click the **Build Proposal** button.
The proposal, with the imported information, will now appear. Next, complete Section I-III of the form.

3. Completing the Program Coordinator Change Form

**In Section I,** complete all required general information fields including Program Level, College, School/Department, Originator Last Name, Originator Email, and a brief Summary of Request.

**Section I - General Information**

**In Section II,** ensure the School/Department, Program Title, Degree Type, and Program Type fields are complete. Depending on the program, some of this information will be imported from the catalog, while other fields may need to be manually completed.

**Section II - Catalog Information (This section gets imported from the catalog.)**

- **School/Department**
  - Department of Biology

- **Program Title**
  - Biology Honors

- **Degree Type**
  - Bachelor of Science

- **Program Type**
  - Bachelor's

As noted in the form, **please do not edit the program description or proposed curriculum fields** in Section II. Instead, scroll to Section III and complete the required fields.

**FOR INTERNAL USE ONLY**

Do not edit the Program Description or Proposed Curriculum sections below. Proceed to Section III of the form.
**In Section III**, complete the fields for the **currently listed program coordinator** and the **new program coordinator**.

In the **currently listed program coordinator section**, please enter the program coordinator’s name and Banner ID.

<table>
<thead>
<tr>
<th>Currently Listed Program Coordinator Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the two fields below, please enter the <strong>currently listed</strong> program coordinator’s name and Banner ID.</td>
</tr>
</tbody>
</table>

In the **new program coordinator section**, please enter the program coordinator’s name, Banner ID, building and room number, email address, phone number, and the effective date of the program coordinator change.

<table>
<thead>
<tr>
<th>New Program Coordinator Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the six fields below, please enter the <strong>new</strong> program coordinator’s name, Banner ID, building and room number, email address, phone number, and the effective date of the program coordinator change.</td>
</tr>
</tbody>
</table>

**4. Launch and Approve Form**

Once the form is complete, users will need to launch and approve the form for it to move on in the approval workflow.

**To launch**, click the **Validate and Launch button** either at the top or bottom of your screen.

<table>
<thead>
<tr>
<th>Top of Screen:</th>
<th>Bottom of Screen:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Validate and Launch Proposal" /></td>
<td><img src="image" alt="Validate and Launch Proposal" /></td>
</tr>
</tbody>
</table>

Next, the below screen will appear. Click, **Launch Proposal**.

<table>
<thead>
<tr>
<th>Launch Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the &quot;My Proposals&quot; tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.</td>
</tr>
</tbody>
</table>

[Launch Proposal] [Cancel]
To approve, navigate to the menu on the right-hand side of the screen and click the check mark.

Next, click the Approve radio button. Then, the Make My Decision button. At this time, the form will move to the next approval step (department chair).

If you have any questions or need assistance with completing this form, please contact curriculog@ecu.edu.