

Deans: Instructions for Using Curriculum Navigator

NOTE: You must use **Firefox 2.0 (or higher) or Internet Explorer version 8 or higher**. Curriculum Navigator is not supported by other browsers.

<http://catalog.stcloudstate.edu/Home.aspx> You can find the URL and link for Curriculum Navigator, SCSU's electronic curriculum process software on the Provost's website in "Curriculum Forms and Process."

Once you are on the homepage for the Navigator Suite, login using your Star ID username and password. This will take you to your "Account" page.

Find "My Curriculum Summary" underneath the red bar. Under "My Curriculum Summary" are four boxes. The top box is "Assigned Curriculum Requests."

Assigned Curriculum Requests

This is your "Inbox." Click "view" and the screen will take you to the "Details" of the request, showing a version of what used to be the "Transmittal Sheet." This is the place to make your recommendation to approve/disapprove the request. Scroll down further to look at curriculum requests. Under the "Code," click on the number to view the request(s). Be sure to scroll down all the way because there may be more than one request in the package (i.e., course and program).

Please select your recommendation by clicking on a button. You may also make a comment that will remain with the request throughout the process. You will have the option to send the request to the Graduate Dean, if it is a graduate course or program. It will automatically go forward to the next step in the Workflow when you hit SAVE. If it remains in your "Assigned Curriculum Requests" box, it has not moved forward. Comments are not required but recommendations are.

Under "Workflow Management" you may choose APPROVE, RELEGATE, DENY, CANCEL. "Relegate" means you can send it back to the department to request that the initiator make some changes. Make sure you have completed all that you want to save on the screen. Then BE SURE TO HIT SAVE. You cannot change anything after you hit SAVE. The request has already moved to the next step in "Workflow."

Questions about Curriculum Navigator may be directed to the chair of the University Curriculum Committee.