PART 1 – FACULTY CHANGE BASICS

- The Online Graduate Curriculum system can be accessed at the following URL:
  http://www.uta.edu/ra/real/loginscreen.php?view=12

  - Enter your NetID and password (This is the same username and password that you use to login to your desktop/ or check your UTA email everyday). If you have problems logging in please use the Forgot Password link for help.
  - Upon successful login you will be directed to the Curriculum Activity Page. The Curriculum Activity page is organized into the following sections:
    - **My Faculty Requests** – This section consists of the saved or submitted graduate faculty change requests for your department.
    - **View** – Preview of the faculty change, **Edit** – (if available) allows editing a faculty change, **Delete** – (if available) deletes a faculty change.
    - **Requests for Review** – This section consists of any graduate faculty change requests that are awaiting review and electronic approval from you.
    - **Routed requests** – This section consists of the graduate faculty change requests from your department that are routed for approval.
    - **Completed Requests** - This section consists of the graduate faculty change requests from your department that are completed and approved.
    - **Tip:** Clicking on the text in the first column in the above sections would give an expanded view of the status of the faculty change request.

- The following diagram illustrates the different stages of an online graduate faculty change request:

  - **Save**: In this stage the graduate faculty change is still editable by the Form Initiator.
  - **Submit**: In this stage the graduate faculty change is submitted and can no longer be edited.
  - **Routed**: Once the graduate faculty change is submitted, it is routed for approval to the Department Chair followed by the Associate Dean of Graduate School.
  - **Completed**: The graduate faculty change has acquired all the approvals and is published to the catalog.
  - **Returned**: A graduate faculty change can be returned to the Form Initiator at any of the above stages. As a result, it goes back to the first stage and would go through the entire cycle again after the requested changes are made.
PART 2 – CREATE, SUBMIT & TRACK A FACULTY CHANGE REQUEST

Create a New Change Request – To initiate a faculty change for the Graduate catalog, click on “Start a new Graduate Faculty request”

CREATE A NEW GRADUATE FACULTY CHANGE REQUEST

Start a new Graduate Faculty change request

If you do not have permission to start a new request, a link to request access will be provided in its place.

CREATE A NEW GRADUATE FACULTY CHANGE REQUEST

You do not have permission to create a graduate change request.

Request Access

Enter the information on the Form. Some of the features available while entering the information are outlined below

- **Options Menu** – This menu lists the functions available.
  - **Curriculum Home** – Return to the Graduate Curriculum homepage without saving the request.
  - **Save Request** – Saves the faculty change for future editing and returns to the Graduate Curriculum homepage.
  - **Submit Request** – Submit the faculty change for review.
  - **Reset Form** – Resets the form to the last saved version.

<table>
<thead>
<tr>
<th>Options</th>
<th>Curriculum Home</th>
<th>Save Request</th>
<th>Submit Request</th>
<th>Reset Form</th>
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Proceed to the next step by submitting the graduate faculty change (Once submitted, a request is no longer editable).

You can now track the progress of your request in the Graduate Curriculum homepage.

PART 3 – REVIEW, APPROVE, RETURN A CATALOG CHANGE REQUEST

If there is a faculty change request pending your review, you will receive an email in your UTA email account. Use the link provided in the email or go to: [http://www.uta.edu/ra/real/loginscreen.php?view=12](http://www.uta.edu/ra/real/loginscreen.php?view=12)

Click on the Review link located next to the graduate faculty change request under Requests for Review. This will open the form preview where you can see the highlighted changes and Approve/Return the form by clicking on the Approve/Return buttons.

The Associate Dean of Graduate School will have the option to select the requests that are pending approval and perform a bulk approval by clicking on the Approve Selected Requests button.

If you have questions about how to use the Online Graduate Curriculum System or any questions concerning technical issues, please send an email to the Graduate School Web Team at gradweb@uta.edu.