How to Add ENGL 2201 as a Prerequisite or Corequisite to a WI Course

To add ENGL 2201 as a prerequisite or corequisite to a WI Course, two forms must be completed in Curriculog: a Summary of Request (SOR) Form and a Short Course Revision Form. Please note that a Short Course Revision form should be used to make this change as long as **no course content is being revised**. If course content is changing, a Long Course Revision Form should be used.

The below steps are instructions for how to complete the Short Course Revision and add ENGL 2201 as a prerequisite or corequisite to a WI Course.

1. **Locate the Short Course Revision Form in Curriculog**
   - Select the **New Proposal** button.
   - Locate the **Short Course Revision Form** and then follow steps 2 & 3 below.

2. **Import the WI Course**

   The first step in completing the form is to Import the WI course that needs to be revised from the ECU Catalog. Click the check mark on the form to begin.

   ![Short Course Revision Form](image)

   After clicking the check mark, a fly-out will appear on the right-hand side of the screen where courses can be filtered by Prefix, Code, and Name. After entering the Prefix, Code, or Name 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 course that is being revised.

Next, the course information that will be imported from the catalog will appear.

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

3. Completing the Short Course Revision Form

In Section I, complete all required general information fields. In the action item section of the form, select “Revising required or recommended prereqs/coreqs (no content change).”

After all fields marked with an asterisk are complete, click the Validate and Launch Proposal button.

Next, a popup screen will appear. Click the Launch Proposal button.

Launch Proposal

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 “My Proposals” 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.

Launch Proposal Cancel

Once the proposal is Launched, scroll to Section II of the form.

Section II - Course Information

In this example, ENGL 2201 will be added to the prerequisite/corequisite field of the form. This will ensure ENGL 2201 is taken prior to or concurrently with COMM 3330. To add the course as a prerequisite or corequisite, locate the Prereq/Coreq field in the form.

Prereq/Coreq
Next, click on the textbox, type ENGL 2201, and click save.

This will ensure that ENGL 2201 has been added as a prerequisite or corequisite to the form.

After completing this step, scroll to Section III of the form, and complete the required fields. Instructions for completing this section are hyperlinked within the form and can also be accessed here.

Completing the impact report required in this section of the form will determine if there are any courses, programs or departments impacted by the revision to the WI course. If any course or program listed on the impact report is outside of your department, please email the department chair and/or program coordinator to notify them of the change. Upload the notification and response to the files section of the Curriculog form. Instructions for attaching files can be accessed here.

Because the course being revised is a WI course, please email the Writing Across the Curriculum Committee (WAC) at wcc@ecu.edu to notify them that ENGL 2201 is being added to the course as prerequisite or corequisite. Upload the notification and response to the files section of the Curriculog form. Instructions for attaching files can be accessed here.

After the Short Course Revision and Summary of Request (SOR) form has been completed, approve both forms to move forward in the workflow. Instructions for approving forms can accessed here.

Have questions? Contact curriculog@ecu.edu.