

## 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

- Log into <https://ecu.curriculog.com/> with your Pirate ID and Passphrase.
- Select the New Proposal button.

 + New Proposal

- 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.



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.

#### C - Short Course Revision Form



##### Search Curriculum Inventory

Prefix

COMM

Code

3330

Name

Source

2023-2024 Undergraduate Working Catalog

Exclude previously imported results

 Search

After clicking Search, select the **Preview and Build** icon for the course that is being revised.

## C - Short Course Revision Form



**Search Curriculum Inventory**

**Prefix**  **Code**


**Name**

**Source**

**Exclude previously imported results**

Show:

**COMM 3330**  
School of Communication, Department of  
Study and practice in feature writing for newspapers, magazines, and special publications....



|  of 1  |   1 to 1 of 1 results

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

### Import Data into your Proposal

Field Name	Data Preview
Section I - General Information: Select School/Department and Level	[no data]
Section I - General Information: Faculty Originator LAST Name	[no data]
Section II - Course Information: Course Prefix	COMM
Section II - Course Information: Course Number	3330
Section II - Course Information: Course Title	Feature Writing
Section II - Course Information: Credits	3
Section II - Course Information: Service Learning	[no data]
Section II - Course Information: Writing Intensive	WI

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.

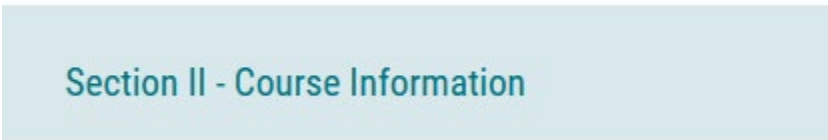
## Launch Proposal

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.



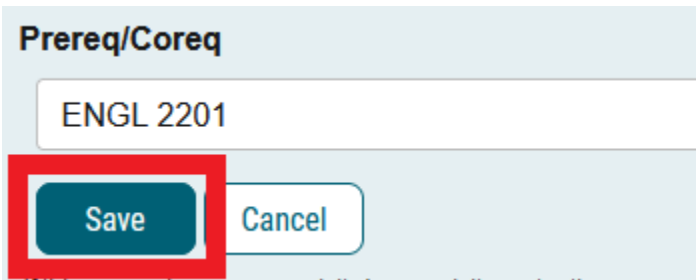
Once the proposal is Launched, scroll to **Section II** of the form.



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.



The screenshot shows a form titled "Prereq/Coreq". Below the title is a text input field containing "ENGL 2201". At the bottom of the form are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular border.

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](#).

### Section III- Impact of Proposed Changes (REQUIRED)

#### 1. [Run an Impact Report](#) and copy and paste into the textbox below.

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](mailto: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 be accessed [here](#).

Have questions? Contact [curriculog@ecu.edu](mailto:curriculog@ecu.edu).