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 Catalog System home page. The Catalog System home page consists of requests which require attention. The home page also consists of navigation menu to Catalog, Course and Faculty request pages. Click on Graduate Faculty link to access the graduate faculty request page.

  - **Graduate Faculty** – This section consists of the saved or submitted graduate faculty change requests for your department.

    ![Graduate Faculty Change Module](image)

    - View – Preview of the faculty change, Edit – (if available) allows editing a faculty change, Delete – (if available) deletes a faculty change.

    | Department    | Faculty Name | Submitted                  | Type          | Status | Actions |
    |---------------|--------------|----------------------------|---------------|--------|---------|
    | Accounting    | Hall, Bethane| Not Submitted - Ramakrishna Pandag | Change        | Saved  | View | Edit | Delete |
    | Economics     | Anderson, Anthony | Not Submitted - Virani Ramesh Jain | Remove       | Saved  | View | Edit | Delete |
    | Economics     | Anachar, Ryan | Not Submitted - Virani Ramesh Jain | Remove       | Saved  | View | Edit | Delete |
    | Economics     | DeSiSTors, Jeffrey | 10/25/2010 - Virani Ramesh Jain | Change       | Routed | View | Edit | Delete |

    - **Create a New Faculty Request** – See Part II for details
    - **Requests for Review** – This section consists of any graduate faculty change requests that are awaiting review and electronic approval from you.

    | #  | Name          | Request Type | Submitted       | Status | Actions |
    |----|---------------|--------------|----------------|--------|---------|
    | 1  | Alamo, Stacy | Change       | Timothy Menna - 03/03/2010 | Routed | Review |
    |    | Wndf b Fans (Pending) — Raymond L Jackson (Waiting) |
    | 2  | Stodick, Jacqueline | Change       | Timothy Menna - 03/03/2010 | Routed | Review |
    |    | Wndf b Fans (Pending) — Raymond L Jackson (Waiting) |

    - **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 **icon 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.
  
  Department Chair → 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 add, change or delete request for the Graduate catalog, click on “Start a new Graduate Faculty request”

  ![Start a new Graduate Faculty Request]

- Enter the department and UTA Id and click on “Initiate Add Request” button as shown below.

  ![Initiate Add Request]

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

  ![Form Features]

  - **Return to previous page** – Return to the previous page without saving the request.
  - **Save Changes** – Saves the faculty change for future editing and returns to the Graduate Faculty homepage.
  - **Submit Changes** – Submit the faculty change for review.
  - **Discard Request** – Discards the request.

  **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.

- **Initiate a Change Request or Initiate a Delete Request** –

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Title</th>
<th>Department</th>
<th>Request Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stacy Alaimo</td>
<td>Associate Professor</td>
<td>English</td>
<td>[Initiate Change Request]</td>
</tr>
<tr>
<td>Wendy Fair</td>
<td>Professor</td>
<td>English</td>
<td>[Initiate Change Request]</td>
</tr>
<tr>
<td>Luanne Frank</td>
<td>Associate Professor</td>
<td>English</td>
<td>[Initiate Change Request]</td>
</tr>
</tbody>
</table>

  Click on “Initiate a Change Request” or “Initiate a Delete Request” to initiate the respective requests.
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

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.