

How to propose a new course prefix

Compose a letter to the Dean of the College in which the prefix will reside (this will be from the Program Director or Department Head). [Contact person – Dean or Associate Dean of the college]

When approved by the Dean, the Dean's office will forward the request to Curriculum Systems on behalf of the college. Curriculum Systems will place the item on the agenda of the University Curriculum Committee. [Contact person – Fiona Liken, Curriculum Systems. fliken@uga.edu]

Prefixes do not need to be approved by the Executive Committee, and as soon as a prefix is approved by the Curriculum Committee, it will go to the Registrar to be loaded into their database. What that is complete, Curriculum Systems will make the prefix available in CAPA.

To make sure that the appropriate people have access to load courses and add students to the access list for the prefix, permissions will need to be updated here:

<http://www.reg.uga.edu/facultyStaffServices/userIDRequests>

[Contact person – Nikki Hon, Registrar's Office. nikkihon@uga.edu]