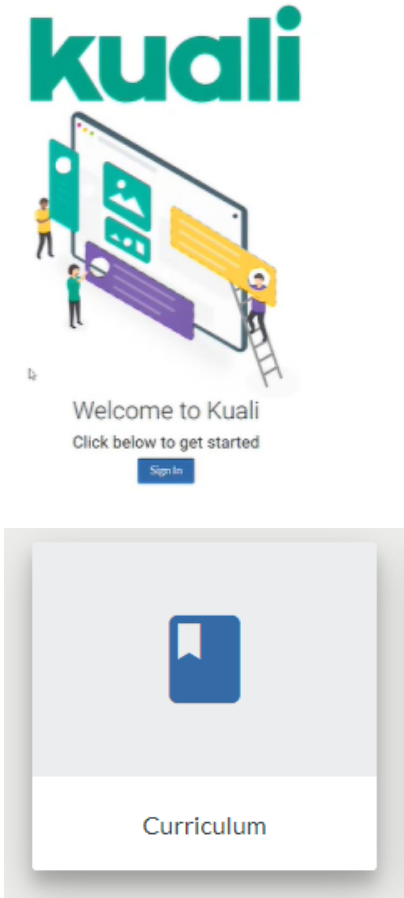


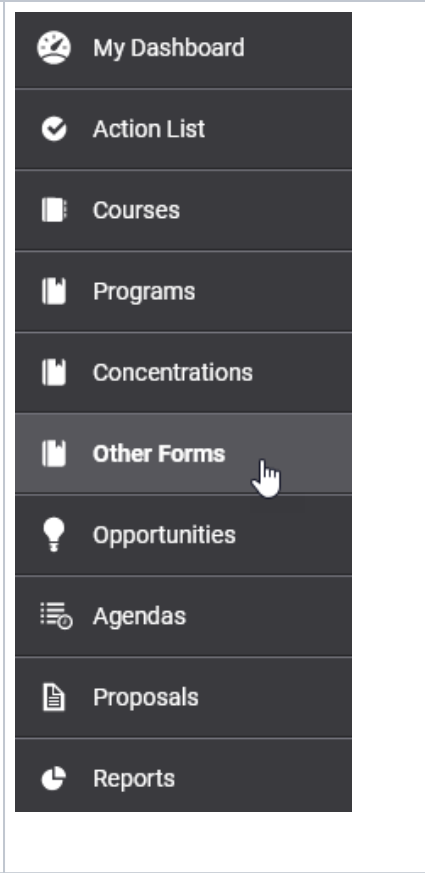
# Training Materials - Kualii - Documentation: Other Forms

- Section: Submitting Non-Curriculum Requests
  - Other Forms Overview
    - Adding or Revising a Policy
    - Requesting a Department Name Change
- Resources & Follow Up

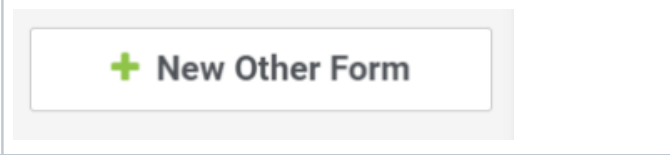
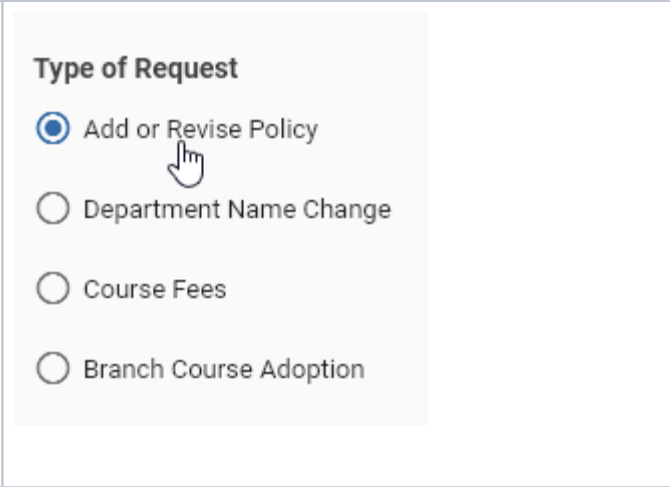
## Section: Submitting Non-Curriculum Requests


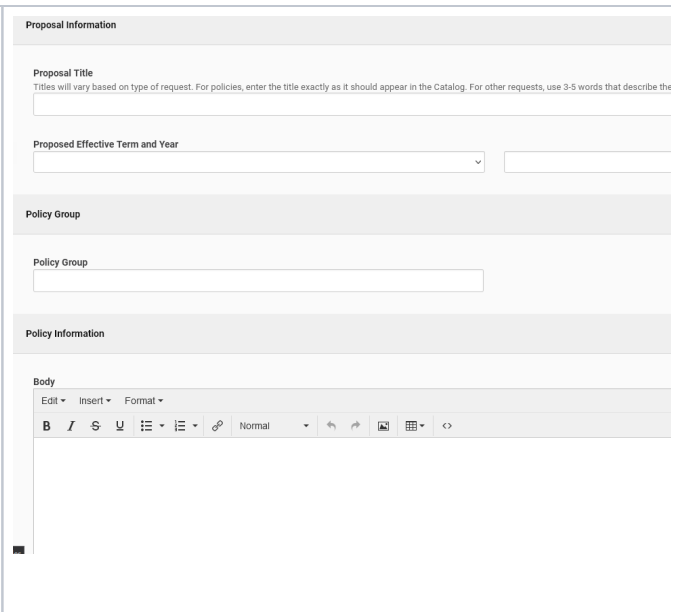
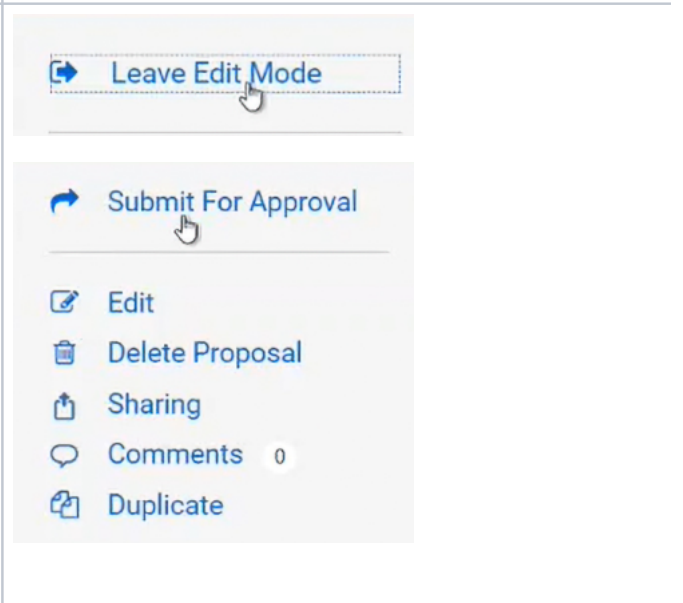

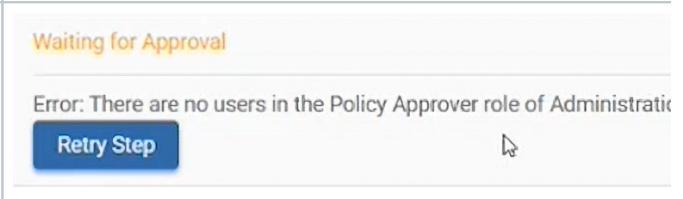
### Other Forms Overview

Step	Activity	Screen Capture
1	<p>Login to Kualii at <a href="http://unm.kualii.co">unm.kualii.co</a> with your UNM net ID and password.</p> <p>All forms are housed within <b>Curriculum</b> management, whether or not they are curricular requests. Click on the <b>Curriculum</b> tile.</p>	 <p>The screen capture shows the Kualii login page. At the top, the word "kualii" is written in a large, green, sans-serif font. Below it is an illustration of a large computer monitor with several smaller screens and icons floating around it, with two small human figures interacting with the screens. Underneath the illustration, the text "Welcome to Kualii" is displayed, followed by "Click below to get started" and a blue "Sign In" button. Below the login page is a separate tile with a blue bookmark icon and the word "Curriculum" written below it.</p>

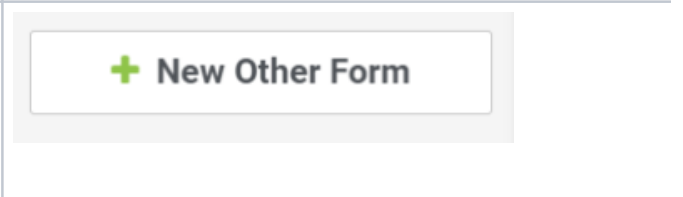
<p>2</p>	<p>Navigate to <b>My Dashboard</b> on the left-hand side of the screen.</p> <p>Click on <b>Other Forms</b> to make revisions to:</p> <ul style="list-style-type: none"> <li>• Text displayed in the UNM catalog</li> <li>• Course fees and revisions</li> <li>• Branch Campus requests for main course adoption, or</li> <li>• Department name.</li> </ul>	 <p>A vertical navigation menu with a dark background and white text. The items are: My Dashboard (with a dashboard icon), Action List (with a checkmark icon), Courses (with a book icon), Programs (with a book icon), Concentrations (with a book icon), Other Forms (with a book icon and a mouse cursor pointing to it), Opportunities (with a lightbulb icon), Agendas (with a list icon), Proposals (with a document icon), and Reports (with a pie chart icon).</p>
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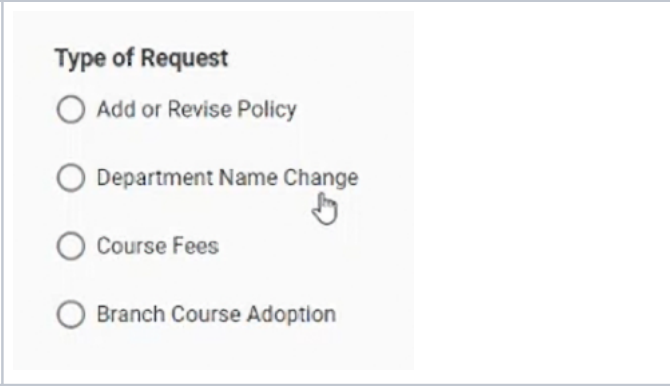
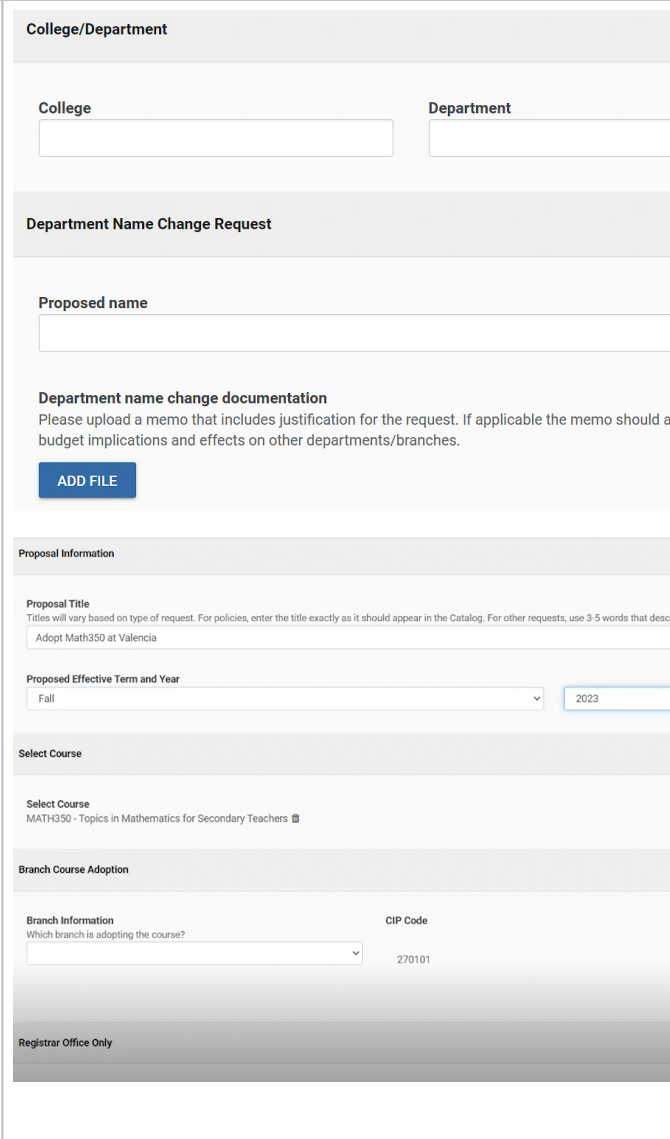
**Adding or Revising a Policy**

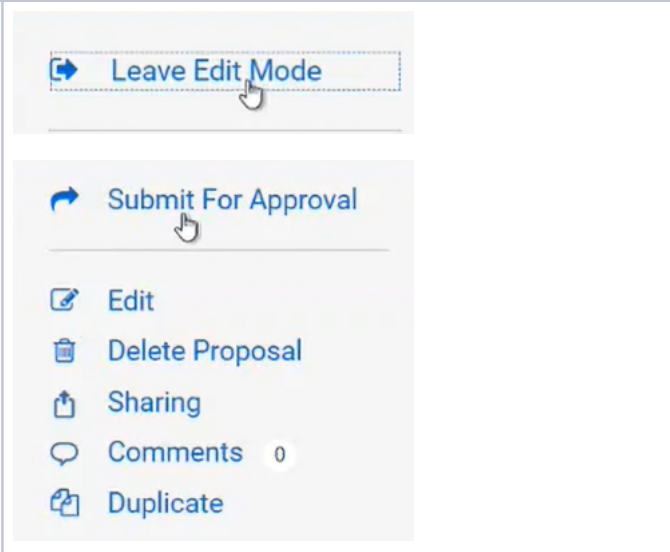
Step	Activity	Screen Capture
3	<p>Select the plus (+) icon at the upper-right corner of the page.</p>	 <p>A rectangular button with a light gray background. On the left is a green plus sign icon, followed by the text 'New Other Form' in a dark gray font.</p>
4a	<p>Under Type of Request, select the <b>Add or Revise Policy</b> option.</p> <p><b>i</b> The policies referred to in Kualii only pertain to UNM's <b>catalog policies</b>, which are separate from <b>general policies</b> established by the UNM Policy Office.</p> <p>A form will display further down the page.</p>	 <p>A section titled 'Type of Request' with four radio button options. The first option, 'Add or Revise Policy', is selected and has a mouse cursor pointing to it. The other options are 'Department Name Change', 'Course Fees', and 'Branch Course Adoption'.</p>

4b	<p>Fill in all subsequent fields with relevant information.</p> <div style="border: 1px solid green; padding: 5px; margin: 10px 0;">  If you are revising a pre-existing policy, most of the information will already be filled in.     </div> <ul style="list-style-type: none"> <li>• The <b>Title</b> will appear in the catalog exactly as typed.</li> <li>• Select the <b>Effective Term</b>. The Since the UNM catalog is updated every Fall, select a Fall start term if you would like to make revisions to a policy.</li> <li>• <b>Policies</b> are grouped together into similar categories.</li> <li>• Fill out the <b>Policy Information</b> exactly as you wish it to appear in the catalog. Consider making use of the formatting options within the rich body text editor.</li> </ul>	
4c	<p>After making the policy or revisions, click <b>Leave Edit Mode</b> to see a preview of the catalog submission.</p> <p>Click <b>Submit for Approval</b> when you are satisfied with the proposal.</p>	
<div style="border: 1px solid orange; padding: 5px;">  <b>Approval Error</b>        If you receive the error <b>Waiting for Approval</b>, please inform the Registrar's Office so they may assign the Policy item.     </div>		

### Requesting a Department Name Change

Step	Activity	Screen Capture
3	Select <b>+New Other Form</b> at the upper-right corner of the page.	

<p>5a</p>	<p>Under Type of Request, select <b>Department Name Change</b>.</p> <p>A form will display further down the page.</p>	
<p>5b</p>	<p>Fill in all subsequent fields with relevant information.</p> <ul style="list-style-type: none"> <li>• The <b>Title</b> should be a two to three word summary of the request (ex. "Adopt Math350 at Valencia")</li> <li>• Select a future <b>Effective Term</b>.</li> <li>• A memo justifying the request is required.</li> </ul>	

5c	<p>Click <b>Leave Edit Mode</b> When you are done with your submission.</p> <p>If you are satisfied, click <b>Submit for Approval</b>.</p>	
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## Resources & Follow Up

- You will receive an email notification when your form (programs, concentrations, new courses, and other proposals) reaches full approval.
- If you have questions regarding when your revisions will be published, you can contact the Registrar's Office or visit our website for more information.