Section: Submitting Non-Curriculum Requests

Other Forms Overview

<table>
<thead>
<tr>
<th>Step</th>
<th>Activity</th>
<th>Screen Capture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Login to Kuali at unm.kuali.co with your UNM net ID and password. All forms are housed within Curriculum management, whether or not they are curricular requests. Click on the Curriculum tile.</td>
<td></td>
</tr>
</tbody>
</table>
Navigate to My Dashboard on the left-hand side of the screen. Click on Other Forms to make revisions to:

- Text displayed in the UNM catalog
- Course fees and revisions
- Branch Campus requests for main course adoption, or
- Department name.

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<tr>
<td>3</td>
<td>Select the plus (+) icon at the upper-right corner of the page.</td>
<td>![New Other Form]</td>
</tr>
<tr>
<td>4a</td>
<td>Under Type of Request, select the Add or Revise Policy option. The policies referred to in Kuali only pertain to UNM's catalog policies, which are separate from general policies established by the UNM Policy Office. A form will display further down the page.</td>
<td>![Type of Request]</td>
</tr>
</tbody>
</table>

- Add or Revise Policy
- Department Name Change
- Course Fees
- Branch Course Adoption
Fill in all subsequent fields with relevant information.

If you are revising a pre-existing policy, most of the information will already be filled in.

- The Title will appear in the catalog exactly as typed.
- Select the Effective Term. Since the UNM catalog is updated every Fall, select a Fall start term if you would like to make revisions to a policy.
- Policies are grouped together into similar categories.
- Fill out the Policy Information exactly as you wish it to appear in the catalog. Consider making use of the formatting options within the rich body text editor.

After making the policy or revisions, click Leave Edit Mode to see a preview of the catalog submission.

Click Submit for Approval when you are satisfied with the proposal.

Approval Error

If you receive the error Waiting for Approval, please inform the Registrar’s Office so they may assign the Policy item.

Requesting a Department Name Change

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<td>3</td>
<td>Select +New Other Form at the upper-right corner of the page.</td>
<td>+ New Other Form</td>
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</table>
5a Under Type of Request, select **Department Name Change**. A form will display further down the page.

5b Fill in all subsequent fields with relevant information.
- **Title** should be a two to three word summary of the request (ex. “Adopt Math350 at Valencia”)
- Select a future **Effective Term**.
- A memo justifying the request is required.
When you are done with your submission, click **Leave Edit Mode**. If you are satisfied, click **Submit for Approval**.

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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.