
NEW CURRICULUM CHANGE REQUEST PROCESS

Faculty or Advisor

After meeting with the student and a decision has been made to submit a change request, advisor or faculty will start the process by logging into their BengalWeb.

1. Log in to BengalWeb
2. Click on the Academics Tab.
3. Under the Faculty Tools channel or Advisor Tools channel, click on **Faculty & Advisors Menu**.
4. Click on the **Curriculum Change Request** under the column titled 'Faculty or Advisor'.
5. Enter in the student's Spriden/Banner ID, leave Curriculum Change Request Number blank and submit. (ID number has to have nine digits, i.e. 000123456.)

Personal Information **Student Information** **Financial Aid Information**

Search

Curriculum Change Request

Enter either the Student Spriden ID or the Curriculum Change Request Number

To create a new Curriculum Change Request enter the Spriden ID of the student

After entering either the Spriden ID or the Curriculum Change Request Number

Student Spriden ID:

Curriculum Change Request Number:

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- a. The Spriden/Banner ID is different than the Bengal ID.
- b. A student can locate their Spriden/Banner ID in their BengalWeb under the Academic Tools tab.
 - i. In the Student Records channel click on Advisor and General Student Information. Spriden/Banner ID is located in the top right corner next to the student's name.

- At the top of the form, it will list the student's current curriculum. Below, enter the NEW curriculum information in the appropriate fields (degree, catalog year, and effective term are **REQUIRED** with every curriculum change request).

Current Curriculum for Carissa

Curriculum Description	Primary Curriculum	Secondary Curriculum
Degree:	Bachelor of Science	
Major:	CommSciences/Disorders	
Minor:		
Concentration:	Pre-Speech-Language Pathology	

Enter New Student Curriculum below:

Curriculum Description	Primary Curriculum	Secondary Curriculum
Degree:	<input type="text" value="i.e PRE, BA, BS, AAS, etc."/>	<input type="text"/>
Major:	<input type="text"/>	<input type="text"/>
Minor:	<input type="text"/>	<input type="text"/>
Concentration:	<input type="text"/>	<input type="text"/>
Catalog:	<input type="text"/>	<input type="text"/>
Effective Term:	<input type="text"/>	<input type="text"/>

- Must select EITHER the **Change Current Curriculum** or the **Add Additional Curriculum** checkbox. DO NOT SELECT BOTH.

Select **EITHER** the **Change Current Curriculum** checkbox or the **Add Additional Curriculum** checkbox:

Change Current Curriculum

Add Additional Curriculum

- The student's current Advisor information will be listed next. Check Delete Advisor if a current advisor needs to be removed or Update Advisor if current information needs to be updated.

Change Current Advisor Information:

Only one primary advisor per student is allowed (total from both Change Current and Add New Advisor sections).

Advisor ID	Advisor Name	Current: Advisor Type	Primary Ind	Update: Advisor Type	Primary Ind	Update	Advisor Delete	Advisor
Daniel		MAJR	Y	DEPT	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lexie		AUX	N	MAJR	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

- If adding a new advisor, list the information in the Add New Student Advisor(s) section.

Add New Student Advisor(s) below:

Only one primary advisor per student is allowed (total from both Change Current and Add New Advisor sections).

Advisor ID	Advisor Name	Advisor Type	Primary Ind
<input type="text" value="123456"/>	<input type="text" value="Benny Bengal"/>	MAJR	Yes
<input type="text"/>	<input type="text"/>	MINR	No
<input type="text"/>	<input type="text"/>	AUX	No
<input type="text"/>	<input type="text"/>	DEPT	No
<input type="text"/>	<input type="text"/>	MAJR	No
<input type="text"/>	<input type="text"/>	MAJR	No
<input type="text"/>	<input type="text"/>	MAJR	No
<input type="text"/>	<input type="text"/>	MAJR	No
<input type="text"/>	<input type="text"/>	MAJR	No

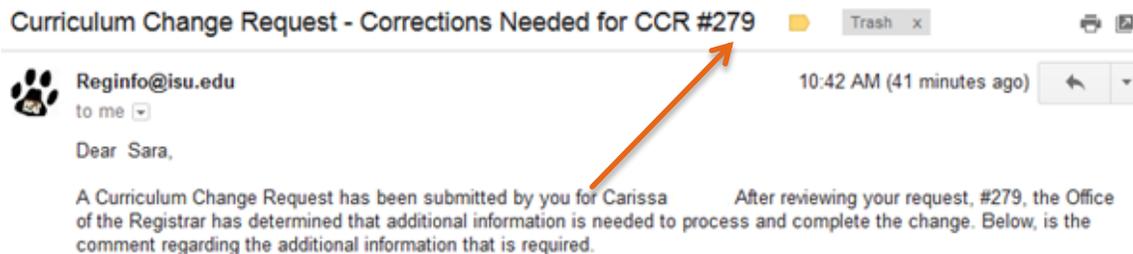
- Submit Change Request.
- Inform student to respond to the email that is sent to their ISU email.

Submitted Curriculum Change Request That Needs Updated

If the Registrar's office needs additional information to complete the Curriculum Change Request, an email will be sent to your ISU email with the information that needs to be updated.

1. Log in to BengalWeb
2. Click on the Academics Tab.
3. Under the Faculty Tools channel or Advisor Tools channel, click on **Faculty & Advisors Menu**.
4. Click on the **Curriculum Change Request** under the column titled 'Faculty or Advisor'.
5. Enter in the Curriculum Change Request Number (located in the email) and submit. Leave Spriden/Banner ID Number blank.

(Picture 1: Where to find the Curriculum Change Request number in the email)



(Picture 2: Where to put Curriculum Change Request number in BengalWeb)

A screenshot of the BengalWeb "Curriculum Change Request" form. The navigation tabs at the top are "Personal Information", "Student Information", "Financial Aid Information", "Faculty Services", and "Employee Information". Below the tabs is a search bar with a "Go" button and links for "MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Curriculum Change Request". Below this, there are instructions: "Enter either the Student Spriden ID or the Curriculum Change Request Number." and "To create a new Curriculum Change Request enter the Spriden ID of the student whose curriculum you would like to change. To edit an existing Curriculum Change Request enter the Curriculum Change Request Number." Another instruction says: "After entering either the Spriden ID or the Curriculum Change Request Number, click Submit Request to begin the process." There are two input fields: "Student Spriden ID:" (empty) and "Curriculum Change Request Number:" (containing "279"). A "Submit Request" button is at the bottom. An orange arrow points from the "Curriculum Change Request Number" field in the screenshot above to this field.

6. Refer to the email to see what changes are needed.

Curriculum Change Request - Corrections Needed for CCR #279 Trash x

 **Reginfo@isu.edu** 10:42 AM (1 hour ago) ↩

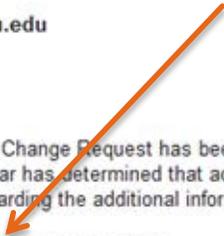
to me ▾

Dear Sara,

A Curriculum Change Request has been submitted by you for Carissa. After reviewing your request, #279, the Office of the Registrar has determined that additional information is needed to process and complete the change. Below, is the comment regarding the additional information that is required.

Please choose a concentration

Please make the required changes and submit the updated request. To update the Curriculum Change Request follow these steps:



7. Make the changes in BengalWeb that are listed in the email.

Personal Information **Student Information** **Financial Aid Information** **Faculty Services** **Employee Information**

Search [MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

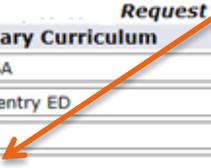
Student Curriculum Change Request

Put helpful information here: What is being displayed for update of a request. How to use the page.

Curriculum Change for Carissa **Request #279**

Curriculum Description	Primary Curriculum	Secondary Curriculum
Degree:	Pre-BA	
Major:	Elementary ED	
Minor:		
Concentration:	Math	
Catalog:	2014	
Effective Term:	Fall 2014	
Change Type:	Update	

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8. Submit Change request.