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.)

   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.
6. 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).

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

8. 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.

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

10. Submit Change Request.

11. 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)
6. Refer to the email to see what changes are needed.

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

8. Submit Change request.