

Quick Reference Guide to New Courses, Course Outline Reviews and Changes

1. Log into CurricUNET

Create/Edit Proposal

Articulation (future implementation)
 Course Proposals
 Program Proposals
 Packages

2. Click on Course Proposals

Courses
 Create New Course
 Course Update

3. If proposing a change, click on Course Update. If proposing a new course, click on Create New Course, complete all fields and save the page. Then, go directly to step 8

4. Click the Active button and search by Discipline and Course Number (Disregard title)

5. Click the "Copy" icon of the Active course.

6. Select "Credit Course Change" or "Credit Course Review."

7. Enter the reason for the change or review.

Course Checklist

Main

- Basic Course Information
- Program Association
- Requisites
- Course Details
- Repeatability
- Methods of Instruction
- Distance Ed
 - Contact Types
- Objectives
 - SLO
- Outline
- Assignments
- Methods of Assessment
- Textbooks/Resources
- General Ed

8. Enter effective year (2014). Finish page.
9. Select no for repeatability, finish page.
10. Select Methods of Instruction. If no updates are necessary, leave as is and Finish page.
11. If a course change or new course, complete Course Details page.
12. Complete Distance Ed page if applicable. Finish page.
13. Complete Contact types page if applicable. If no updates are necessary, leave as is and Finish page.
14. Update Objectives. If no updates are necessary, leave as is and Finish page.
14. Complete SLO page. Finish.
15. Update outline. If no updates are necessary, leave as is and Finish page.
16. Update Assignments. Required Reading, Critical Thinking, Outside Assignments and Required Writing are all required fields. If no updates are necessary, leave as is and Finish page.
17. Select Methods of Assessment. If no updates are necessary, leave as is and Finish page.
18. Update textbooks/resources. If no updates are necessary, leave as is and Finish page.

Submit

19. Once Checklist is complete (all pages finished), click "Submit" button to pre-launch proposal.