Step-by-step instructions on how to modify an existing program in CurricUNET

LOGGING IN:

- Go to CurricUNET at http://www.curricunet.com/SMCCCD/

- To log in, follow these four steps:

  1) In the left margin, type your user name. Your user name is the first part of your district email address before the @. For example, in the email address smithers@smccd.edu, the user name is smithers.

  2) Type your password.

  (NOTE: The default password is "changeme" (one word). However, you should change your password. Under **Prefs**, click on **Personal Info**. Type your new password in the two fields where it's requested, and click **OK.** Then return to the CurricUNET home page by clicking on the home icon in the left margin.

  3) Under **College**, select **Skyline College** from the pull-down menu.

  4) Click on the **Log In** button.

- You will now be brought to the CurricUNET home page.

MODIFYING AN EXISITING PROGRAM

- In the left margin, under **Build,** click on **Programs.**

- In the left margin, under **Programs,** click **Modify Program**.

- A screen will be displayed entitled **Program Search**. If the program you are modifying is a currently active/approved degree or certificate, click the box next to **Active** in the **Status** section. (If the program you are modifying is a banked/deactivated degree or certificate, please see instructions for Reactivating ("Un-banking") an Existing Program in CurricUNET.)

- Remaining on this screen, use the pull-down menus to select the **College** and **Discipline** of the program you wish to modify. (If you do

not have any options available in the **Disciplines** field, please contact the Instruction Office to obtain origination rights for your discipline.)

- If you know the name of the program you may type it in the **Program Title** field, or you may leave this blank. When finished with this screen, click **OK**.

- The **Program Search Results** screen is now displayed. Under "**Actions**," click on the "**Copy**" icon next to the version of the program marked ***Active***. By clicking on **Copy**, you create a new working copy of the program that – once modified and approved – will replace the original version (the original version will be archived for historical purposes).

  NOTE: If no **Copy** icon appears next to the version of the program marked ***Active,*** this is likely because the program has already been modified in the current academic year. If this is the case, a version of the program marked ***Approved*** should also appear in your **Program Search Results**. Contact Maria Norris (650-738-4332) and ask her to implement the *Approved* version of the program.

- When the **Revise a Program** screen displays, modify the title of the program if applicable, and using the pull-down menu for the **Proposal Type**, select **Skyline College Program Modification.** Click **Save**.

- When the copying process is complete (usually less than one minute), a screen will appear entitled **Program Construction Main Menu.** On the right side of the page is a list of screens called the **Degree/Certificate Checklist**. Begin by clicking on **Basic Program Information.**

- On the **Basic Program Information** screen, select the proposed **Curriculum Meeting Date** for your proposal and make note of the submission deadlines for the dean's queue and Technical Review Committee that correspond to this meeting date.

- Remaining on this screen, complete the **Justification for Proposal** section, keeping in mind that typing "This is not a new program" is not sufficient justification for modified program proposals. When you're finished with this screen, click **Save**. Wait for that command to be processed (2 to 20 seconds), and then click **Finish**.

- The **Basic Course Information** screen will again display and show everything you have entered for that screen. (If errors messages appear, please address them.)

- You may now select other screens (one at a time) from the **Degree/Certificate Checklist** in the right margin that need to be completed. The screens that need to be completed depend on the modification(s) you are making. However, it is good practice to take this opportunity to go through all the screens in the checklist and make certain that current, accurate information exists for your program.

- After completing each appropriate screen, remember to click **Save** and wait for CurricUNET to accept your changes and redisplay them. After the screen you're completing is redisplayed, click **Finish**.

- If you need to go back and make changes to other screens you've already saved and finished, select the appropriate screen from the right margin, click on **Unlock,** and make your edits or changes and **Save**.

- When you're certain you've completed all the relevant screens and are ready to submit your program modification to your dean, click on the **Submit** button found in the left margin. (The Submit button should be displaying a message that reads "You may submit your program now.")

- After submitting, your program will go through the Curriculum Committee Workflow process.