Step-by-step instructions on how to create a new program in CurricUNET

I. Logging In

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

- In the left margin, type your **user name.** Your user name is the first part of your district email address before the @.

- Type your **password**: "changeme" (one word).

  (NOTE: You should immediately change your password the first time you use CurricUNET. Instructions are given in the NOTE below.)

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

- Click on the **Log In** button.

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

  NOTE: If you haven't already done so, change your password. Under **Prefs**, click on **Personal Info**. Type your new password in the two fields where it's requested, and click on **OK.** Then return to the CurricUNET home page by clicking on the home icon in the left margin.

II. Creating a New Program

- In the left margin of the CurricUNET home page, under **Build,** click on **Programs.**

- In the left margin of the next screen, under **Programs,** click on **Create New Program**.

- The screen that now appears is entitled **Create a New Program**. Complete the required information, beginning with using the pull-down menu to select the program discipline.
  NOTE: If you do not have any choices available in the **Discipline** pull-down menu, please contact the CurricUNET administrator in the Instruction Office to obtain origination rights for your discipline.

- For **Program Proposal Type,** use the pull-down menu to select **Skyline College – Skyline New Program**

- When finished with the **Create A New Program** screen, click **Save**.

- CurricUNET will now display a screen entitled **Program Construction Main Menu**. Note that underneath your **Program Title,** there is a link to "Add a Co-contributor" if you wish. Select the contributor from the drop-down menu and assign him/her screen rights.

- Notice the **Degree/Certificate Checklist** in the right margin. This is a list of all the screens that you will be completing, one at a time.

- Click on the first screen title in the **Degree/Certificate Checklist**: **Basic Program Information**. Complete all the data fields. Be sure to select the desired **Proposed Curriculum Committee Meeting Date** and write a **Justification for Proposal.**

- When finished completing the **Basic Program Information** screen, click on **Save**, and wait for CurricUNET to save your work. (This can take from 2 to 20 seconds.)

- When the screen reappears after you **Save**, note that CurricUNET has supplied two dates for your information (i.e. no action by you is required): the submission deadlines for the Dean's queue and Technical Review Committee that correspond to the meeting date you've chosen.

- If no error message(s) appear, and you are certain that your information is complete and accurate, click **Finish**.

  NOTE: If an error message appears, it's probably because you did not complete one or more required fields. Supply the requested information and click **Save** again; then click **Finish**.

- After clicking on **Finish**, the **Basic Program Information** screen appears again, this time displaying all the information you've provided. Note the **Unlock** button at the bottom of this screen. This allows you to go back into that screen and make changes.

- Notice that as you complete each screen in the **Degree/Certificate Checklist** on the right margin, the title of that screen will be check-marked and appear bolded. This is a visual cue that you have saved and finished that screen. (Remember, you can always go back later to

"unlock" and edit a screen of information.)

- Next, in the **Degree/Certificate Checklist** (right margin), click on **Description**. Write a description of your new program, and be sure to click **Save**, then **Finish**, when done with this screen. Your program description will appear in the college catalog.

- Fill out the next three screens, remembering to **Save** and **Finish** after completing each:
  Program Learning Outcomes
  Program Learning Outcome Assessments
  Conditions of Enrollment

• Next, in the **Degree/Certificate Checklist** (right margin), click on **Courses**.

• The first data entry field on the **Courses** screen is **Course Block Definition**. This field is used to name a group (or block) of courses, and show the credit hour total for the block. Courses are grouped together in blocks to indicate which courses are required and which are electives. Examples of course block definitions are:

  Required Core Courses
  Elective Courses
  Elective List A

• **Header**: Use this field to include additional information that will be printed directly above the course block definition. (This field is not often used.)

• **Footer**: Use this field to include information that will print directly below the course block. The text will be italicized and usually contains notes that pertain to the block as a whole.

• **Default and Units buttons**: This area determines how units are calculated for the program. Note that **Default (All Units Calculated)** is already checked, meaning that the default is for all units to be included in the total. However, if only some of the units possible are used because of variable unit courses, check **Units (Specify Unit Range.)** Then indicate the unit range for the courses in the field below that (i.e. in the **Unit Range Courses**).

  <u>**NOTE**</u>: Generally, **Default (All Units Calculated)** is appropriate.

- Click on **Add** to save each course block definition. The block will be displayed at the bottom of the screen after it has been added.

- After creating your block definitions, assign courses to each block by clicking on the **Courses** button, which is found at the bottom of the screen, under "Add Courses" (to the right of each of your course blocks).

- A screen entitled **Program Courses** will appear. Select the discipline from the **Discipline** pull-down menu. Then select the appropriate courses from the **Course** pull-down menu. Click on **Add** (one course at a time). After clicking on **Add**, the selected course and its unit value is listed at the bottom of the screen, under the block definition you're working on. Repeat this process until all courses are listed for the block.

- When finished with the block, click on **Done** and you will be returned to the **Courses** screen. Repeat the previous two steps for any additional block definitions you've created.

- You may wish to preview your Program Outline. To display what your Program Outline looks like in Word, click on the 🅦🅡 icon found in the upper left margin.

EXPLANATIONS OF ADDITIONAL FIELDS IN THE **PROGRAM COURSES** SCREEN (i.e. the screen for adding courses to blocks):

- **Non Course Requirements:** Use this field if there are non-course requirements for the course block (e.g. outside certification). This field is not commonly used.

- **Condition:** The default for this field is an implied **AND**. However, if you are listing a course as an option among 2 or more courses, select **Condition: OR** after selecting the course from the pull-down menu. Then select the other course(s) that are linked with that **OR. NOTE:** Use **AND** when the courses must be taken in tandem (e.g. SPAN 1 **AND** SPAN 2.)

- **Unit Range:** Only use this field if you need unit ranges other than those stated in the course. This is not common.

- **Exception Identifier:** Use this field to attach a footnote (i.e. an exception or other parenthetical comment) to a course. Enter a symbol such as an asterisk, then type your footnote in the **Exception** field. (The exception identifier must be a keyboard symbol such as * or ** or #.) If a footnote applies to multiple courses, type the exception identifier symbol for each of the courses.

- **Exception:** Write your footnote or comment in this field. For example:
  "Students who keyboard 40+ wpm accurately are exempt from CABT 110."

- The next screen in the checklist is **Attach Files.** If necessary, you may attach files to your program proposal. To do so, type the title of the file in the entry box, click on "Choose File" to locate the appropriate file on your computer, then click on "Add." The file(s) will accompany your proposal as it moves through the approval process. Click on **Finish** when you've added the file(s) you wish.

- By completing all the relevant screens for your new program on the **Degree/Certificate Checklist,** you have entered all the necessary information for CurricUNET to create a Program Outline. To review your Program Outline, click on the icon found in the upper left margin.

- When the required screens are finished, a statement in the left margin will appear: "You may submit your program now." Click on the **Submit** button to launch your proposal into the approval process.

  NOTE: Do not click on the submit button unless you are completely finished with your work.

- If you are unable to finish your new program proposal in one session, you can log off and work on it later. To access it later, go to the CurricUNET home page. Under **Build,** click on **Programs.** In the left margin, use the **Discipline** pull down menu to select your discipline. Your program will then be displayed, and its status will be **Pending**. Click on the pencil icon to continue your work.

- To track the progress of your program <u>after</u> you have submitted it, go the CurricUNET home page. Under **Track**, click on **My Proposals**.