

Program Proposal Instructions

Following are general data entry instructions to search for, create and revise program proposals. Each degree and certificate is individually entered just as courses are individually entered. If at any time you have questions about using CurricUNET please contact the CurricUNET Help desk at x6502.

Search for a Program



After logging in, click 'Program' under 'Search' on the main menu.

On the next screen select various options from the drop down menus in order to narrow the search for the program you want to locate. Click [Ok].

Program Search	
Colleges	<input type="checkbox"/> City <input type="checkbox"/> Mesa <input type="checkbox"/> Miramar ?
Program Area	-All- [v] ?
Subject Area	ACCT - Accounting [v] ?
Award Title	[text input] ?
Status	<input checked="" type="radio"/> All <input type="radio"/> spilt <input type="radio"/> Active <input type="radio"/> Historical <input type="radio"/> Pending <input type="radio"/> Launched <input type="radio"/> Cancelled <input type="radio"/> Approved ?
[OK]	

Program Search Results		
Actions	Program	Status
Pr D	Program Subject: Chemistry Program Title: Chemistry *Active* Award Title: Associate in Science Degree City CIC Date: 05/25/2000	Active

Click on the Program Report [Pr](#) button to display the proposal information.

Program Proposal Instructions

Create a New Program

These instructions are for creating a new degree or certificate. To revise an existing degree or certificate, please see the “Revise/Modify a Program” instructions.

Create/Edit Proposal
Courses
Programs

After logging in, click ‘Programs’ under ‘Create/Edit Proposal’ on the main menu.

CurricUNET Home
Create/Edit Proposal
Programs
Programs
Create Program
Modify Active Program

On the next screen click ‘Create Program.’

Your screen should then look similar to the example below:

Create a New Program	
Award Title	<input type="text"/> ?
Award Type	-- Please Select -- ?
Campus	- Select - ?
Subject*	ACCT - Accounting ?
Program Areas	-All- ?
Proposal Type	New Program ?
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

1. Enter the title of the new award.
2. Select the award type from the drop down list.
3. Select your campus from the drop down list.
4. Select the subject area associated with the award. The subject area can be changed on the ‘Program Cover’ page. (Under Subject you will only be able to access the subjects that have been assigned to you as an originator.) If you need additional subject areas assigned or a new subject area created, have the dean call Instructional Services at (619) 388-6963.
5. Select the program area associated with the award. The program area can be changed on the ‘Program Cover’ page. (Under Program Areas you will only be able to access the programs that have been assigned to you as an originator.) If you need additional program areas assigned or a new program area created, have the dean call Instructional Services at (619) 388-6963.
6. Click [Save].

Program Proposal Instructions

You should then be on the Program Construction Main Menu. On the right of your screen you will see the Program Checklist. If you would like to add one or more co-contributors, see the instructions below.

The screenshot shows the 'Program Construction Main Menu' interface. On the left is a navigation menu with 'CurricUNET Home', 'Create/Edit Proposal', 'Programs', and 'Edit Program'. Below this is a list of program details: Award Title (Radiologic Technology), Award Type (Certificate of Achievement), Subject Area (Radiologic Technology), College (Mesa), Originator (Version 2, CurricUNET), Origination Date (10/27/1999), and Proposal Type (Program Revision). The main content area displays the program title 'Radiologic Technology' and a message stating 'There are no Co-Contributors for this program.' with a link to 'Add a Co-Contributor'. On the right is a 'Program Checklist' with checkboxes for 'Main', 'Program Cover', 'Award', 'Program Prerequisites', 'Major Courses', 'Required Electives', 'Recommended Electives', 'Codes', and 'Attached Files (Optional)'. A 'Help' section at the bottom right explains that co-contributors can be added to give access to the proposal for making changes.

Add a Co-Contributor

If you wish to add a co-contributor: Click the 'Add a Co-Contributor' text link found on the previous ('Program Construction Main Menu') screen. A co-contributor can input information on the pages for which they are given access; however, a co-contributor can not take any approval actions like pre-launching or launching a proposal.

1. Select the co-contributor from the drop down list
2. Click in the box next to each screen the co-contributor will have rights to or use the *Check All* text link to select all screens, and click [OK]. This will return you to the Program Construction Main Menu where you can continue with your program proposal.

The 'Create Co-Contributor' dialog box is shown. It has a title bar 'Create Co-Contributor'. The 'Title' field contains 'Applied Biology'. The 'Co-Contributor' field is a dropdown menu with a comma character and a question mark icon. Below this are 'Screen Rights' with links for 'Check All' and 'Uncheck All'. A list of checkboxes is provided for: Program Cover, Award, Program Prerequisites, Major Courses, Required Electives, Recommended Electives, and Attached Files. At the bottom right are 'OK' and 'Cancel' buttons.

Program Proposal Instructions

Program Checklist

Main

This is where you will find the basic program information that has been entered using the Create Program screen. This is also where you will add/edit co-contributor information. Only the co-contributor information can be edited from this screen.

Program Cover

This is where you will enter/edit overall program information such as the proposed start year, catalog description, program emphasis, goals, career options, and need or reason for creating the proposal.

Award

This is where you will enter/edit specific award information, such as the award type, special award notes, and award prerequisites.

Program Prerequisites

This is where you can enter/edit program prerequisite(s) information. Program Prerequisites are courses a student must complete before they can start the program. Most programs do not have course prerequisites.

Major Courses

This is where you will enter/edit the courses required for the major.

Required Electives

This is where you can define groups of electives and enter/edit the courses.

Recommended Electives

This is where you can enter/edit recommended elective courses that are not required for the award or certificate.

Attached Files

This is where you can view, add or drop files which correspond to the program.

Program Checklist	
	Main
<input type="checkbox"/>	Program Cover
<input type="checkbox"/>	Award
<input type="checkbox"/>	Program Prerequisites
<input type="checkbox"/>	Major Courses
<input type="checkbox"/>	Required Electives
<input type="checkbox"/>	Recommended Electives
<input type="checkbox"/>	Codes
<input type="checkbox"/>	Attached Files (Optional)

Program Proposal Instructions

Program Cover

The Program Cover page is where you will enter some general program information. All items containing a red asterisk * are required fields. The page can not be saved or finished if those areas are left blank.

Campus	Mesa
Award Title	Applied Biology
Program Area*	Biology (Mesa)
Subject Area*	Biology
Propose Change To Description*	Yes: <input type="radio"/> No: <input type="radio"/>
Catalog Description*	
Program Goals and Objectives*	
Career Options	
Program Emphasis	

Propose Change to Description

To Enter the Catalog Description, Program Goals and Objectives, Career Options and Program Emphasis, click [Yes:] which will open the data entry fields below.

Catalog Description

This is the overall program description including information that describes all the awards associated with the selected program area.

Program Goals and Objectives

Enter the goals and objectives the overall program needs.

Career Options

Enter possible career options available to students who complete awards in the program.

Program Emphasis

Enter a description of the emphasis the overall program covers.

Catalog Description*	<input type="text"/>
Program Goals and Objectives*	<input type="text"/>
Career Options	<input type="text"/>
Program Emphasis	<input type="text"/>

Click on [Save] to save the information you have entered. The data entry fields remain available for data entry. The [Save] icon will appear throughout the checklist pages with the same purpose, to save information you have entered

Program Proposal Instructions

Click on [Finish] when you are completely finished filling out all required fields. When you have finished a page a summary of the information entered will display. A check mark will appear in the checklist that shows that this page is complete and the checklist page will turn green when complete.

To edit a page after you have clicked [Finish] click on the page from the checklist and then click [Edit] to display the entry fields.

Click [Cancel] to cancel the entries on the page.



Award

The Award page is where you will enter more specific program information regarding the award. All items containing a red asterisk * are required fields. The page can not be saved or finished if those areas are left blank.

Award Title and Award Type

The award title and award type can be modified on this page.

Award Description

Enter a description specific to the degree or certificate that is being created.

Award Notes

Enter any additional notes specific to the award.

Award Prerequisites

Enter any non-course prerequisites such as certain certifications. (Most awards do not have non-course prerequisites.)

Click on [Save] to save the information you have entered. The data entry fields remain available for data entry. The [Save] icon will appear throughout the

checklist pages with the same purpose, to save the information you have entered.

A screenshot of the 'Award' form. The form has a blue header with the title 'Award'. Below the header, it says 'Page Last Saved on Thursday, Jan 31, 2008 at 5:30 PM By Laura Van Houten'. The form is divided into several sections: 'Campus' (Mesa), 'Subject Area' (Speech Communications), 'Award Title *' (Speech Communications), 'Award Type*' (Associate in Arts Degree), 'Award Description' (The Associate in Arts in Communication certifies that a student has emphasized the theory and practice of communication skills, has met the preparation for the major in Communication,), 'Award Notes' (Note: Only one Speech Communications (SPEE) course from the list may be used to satisfy SDCCD general education requirements.), and 'Award Prerequisites'. At the bottom of the form, there are three buttons: 'Save', 'Finish', and 'Cancel'. There are also question mark and save icons next to several fields.

Program Proposal Instructions

Click on [Finish] when you are completely finished filling out all required fields. When you have finished a page a summary of the information entered will display. A check mark will appear in the checklist that shows that this page is complete and the checklist page will turn green when complete.

To edit a page after you have clicked [Finish] click on the page from the checklist and then click [Edit] to display the entry fields.

Click [Cancel] to cancel the entries on this page.

Program Prerequisites

The Program Prerequisites screen is where you can enter/edit any program course prerequisite information. Most awards do not have program prerequisites if there are no course prerequisites click [Finish].

Header

The header displays information above the courses selected.

Footer

The footer displays information below the group of courses selected.

The screenshot shows a web application window titled "Program Prerequisites". At the top, there are two tabs: "Prerequisite" (which is active) and "Courses". Below the tabs is a section labeled "Header (Optional)" with a large empty text area and a vertical scrollbar on the right. Underneath the header is a section labeled "Footer (Optional)" with another large empty text area and a vertical scrollbar. At the bottom of the form, there are three buttons: "Save", "Finish", and "Cancel". The "Save" button has a small "S" icon, and the "Finish" button has a small "?" icon. The entire form is enclosed in a blue border with a title bar at the top and bottom.

Program Proposal Instructions

You can add courses to the program prerequisites screen by clicking on the [courses tab] at the top of the screen. Then proceed to fill in the required information for the program prerequisite course. Click the [Add] button after each course and then click the [Finish] button when complete.

Subject Area

Select the subject area of the course that is a prerequisite.

Course

Select the course that is a prerequisite.

Condition

The condition data entry field allows you to apply conditions to a series of courses that are options for the award you are creating/editing. Using condition symbols group courses together in different ways depending on the condition symbol used. Groups help define how the courses fulfill the award requirements. For more information on the condition field click the help icon 

Sequence

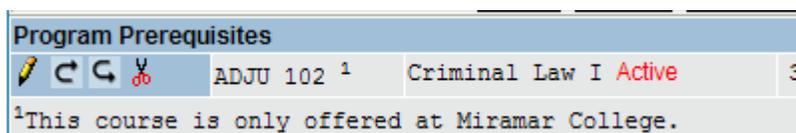
Use the sequence to specify when the course should be taken (most programs do not have a sequence).

Exception Identifier

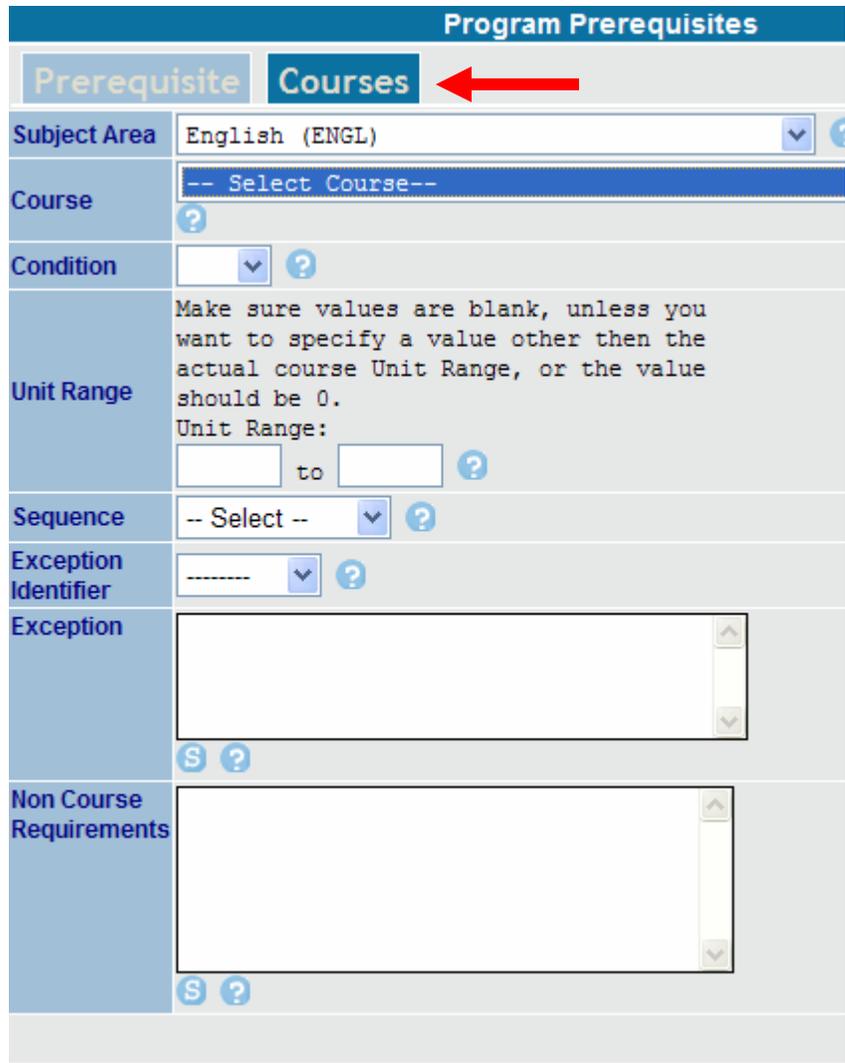
An exception or notation for a course can be added. For example if the course is only offered at one of the colleges you can select an exception identifier from the drop down list.

Exception

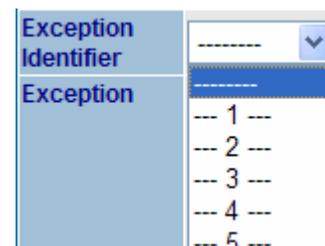
Once the exception identifier is selected then type the exception in the text box. The text will display with the exception identifier below the list of courses.



Program Prerequisites			
  	ADJU 102 ¹	Criminal Law I Active	3
¹ This course is only offered at Miramar College.			



Program Prerequisites	
Prerequisite	Courses 
Subject Area	English (ENGL) 
Course	-- Select Course-- 
Condition	<input type="text"/> 
Unit Range	Make sure values are blank, unless you want to specify a value other than the actual course Unit Range, or the value should be 0. Unit Range: <input type="text"/> to <input type="text"/> 
Sequence	-- Select -- 
Exception Identifier	----- 
Exception	<input type="text"/> 
Non Course Requirements	<input type="text"/> 



Exception Identifier	----- 
Exception	-----
	-- 1 --
	-- 2 --
	-- 3 --
	-- 4 --
	-- 5 --

Non-Course Requirements

Enter any non-course requirements for the award (most programs do not have non-course requirements).

Program Proposal Instructions

Major Courses

The Major Courses screen is where you will enter/edit the courses required for the major.

Units

Select Default for CurricUNET to calculate the units or select units to manually enter a unit range.

Header

The header displays information above the courses selected.

Footer

The footer displays information below the group of courses selected.

Courses Required for the Major

Major **Courses**

Default (All Units Calculated):

Units (Specify Unit Range):

Unit Range Courses:
0 to 0 ?

Header (Optional)

S ?

Footer (Optional)

S ?

Save **Finish** **Cancel**

Major Courses

Total: 0

Program Proposal Instructions

You can add courses to the courses required for the major by clicking on the [courses tab] at the top of the screen. Then proceed to fill in the required information for the course required for the major. Click the [Add] button after each course, and then click the [Finish] button when complete.

Subject Area

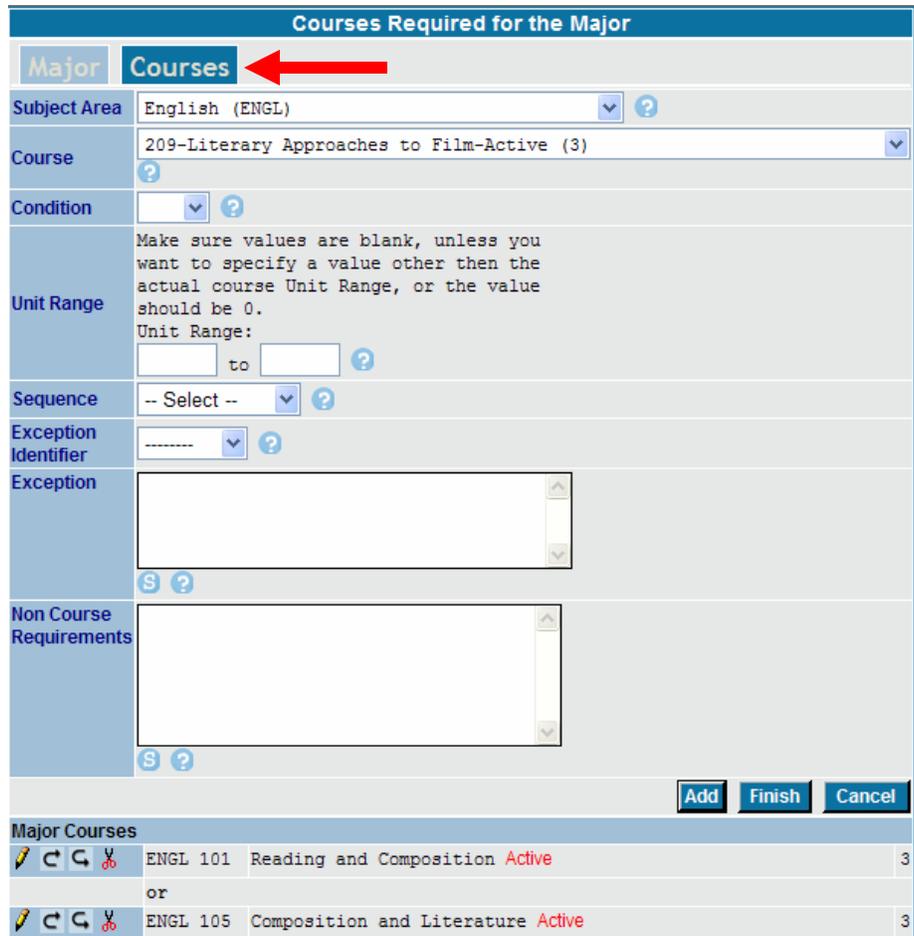
Select the subject area of the course that is required.

Course

Select the course that is required.

Condition

The condition data entry field allows you to apply conditions to a series of courses that are options for the award you are creating/editing. Using condition symbols group courses together in different ways depending on the condition symbol used. Groups help define how the courses fulfill the award requirements. For more information on the condition field click the help icon 



Courses Required for the Major			
Major	Courses		
Subject Area	English (ENGL)		
Course	209-Literary Approaches to Film-Active (3)		
Condition			
Unit Range	Make sure values are blank, unless you want to specify a value other than the actual course Unit Range, or the value should be 0. Unit Range: <input type="text"/> to <input type="text"/>		
Sequence	-- Select --		
Exception Identifier	-----		
Exception	<input type="text"/>		
Non Course Requirements	<input type="text"/>		
<input type="button" value="Add"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/>			
Major Courses			
  	ENGL 101	Reading and Composition	Active 3
or			
  	ENGL 105	Composition and Literature	Active 3

Sequence

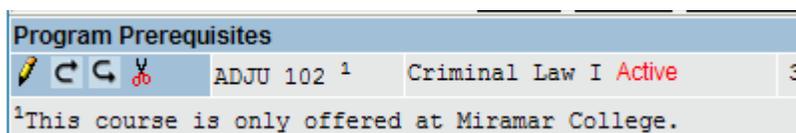
Use the sequence to specify when the course should be taken (most programs do not have a sequence).

Exception Identifier

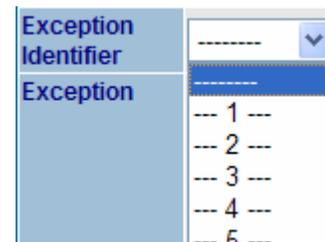
An exception or notation for a course can be added. For example if the course is only offered at one of the colleges you can select an exception identifier from the drop down list.

Exception

Once the exception identifier is selected then type the exception in the text box. The text will display with the exception identifier below the list of courses.



Program Prerequisites			
  	ADJU 102 ¹	Criminal Law I	Active 3
¹ This course is only offered at Miramar College.			



Exception Identifier

--- 1 ---
--- 2 ---
--- 3 ---
--- 4 ---
--- 5 ---

Non-Course Requirements

Enter any non-course requirements for the award (most programs do not have non-course requirements).

Program Proposal Instructions

You can edit each course by clicking on the pencil icon , or you can remove a course by clicking on the scissors icon .

You can move a course up or down by clicking the [up]  or [down]  arrows.

Major Courses					
				ENGL 101 Reading and Composition Active	3
or					
				ENGL 105 Composition and Literature Active	3
				ENGL 205 Critical Thinking and Intermediate Composition Active	3
				ENGL 208 Introduction to Literature Active	3
				ENGL 209 Literary Approaches to Film Active	3
Total:					12

Required Electives

The Required Electives screen is where you can create groups of required electives for the award. To create a group of required electives click on the [Required Electives] page.

Description

Enter the definition for a group of electives. For example, “Select 6 units from the following:” or “Select 2 courses”.

Header

The header displays information above the courses selected.

Footer

The footer displays information below the group of courses selected.

Units

Select the [Units] button and specify the unit range for this grouping. If there is not a range, enter the same units in both fields. For example, if the description is “Select 6 units” enter 6 in both fields. If the description is “Select 2 courses” and the courses have varying unit values then enter the lowest total possible in the first field and the highest total in the second field.

Required Electives

Description *

Select 6 Units from the Following:

S ?

Header (Optional)

S ?

Footer (Optional)

Default (All Units Calculated):

Units (Specify Unit Range):

Unit Range Courses:

6 to 6 **?**

Add

Finish **Cancel**

Program Proposal Instructions

Click the [Add] button to save the Required Electives description you created to the Program Checklist. You can click on the description to add courses to the grouping. To modify an existing required electives grouping, click on the grouping listed on the program checklist.



Program Checklist

Main

- Program Cover
- Award
- Program Prerequisites
- Major Courses
- Required Electives
 - Select 6 Units from the Following:
 - Recommended Electives
 - Attached Files (Optional)

Subject Area

Select the subject area of the course that is required.

Course

Select the course that is required.

Condition

The condition data entry field allows you to apply conditions to a series of courses that are options for the award you are creating/editing. Using condition symbols group courses together in different ways depending on the condition symbol used. Groups help define how the courses fulfill the award requirements. For more information on the condition field click the help icon

Sequence

Use the sequence to specify when the course should be taken (most programs do not have a sequence).

Exception Identifier

An exception or notation for a course can be added. For example if the course is only offered at one of the colleges you can select an exception identifier from the drop down list.

Exception

Once the exception identifier is selected then type the exception in the text box. The text will display with the exception identifier below the list of courses.

Select 6 Units from the Following:

Electives
Courses

Subject Area	-- Select Subject Area--
Condition	<input type="text"/>
Unit Range	<p>Make sure values are blank, unless you want to specify a value other than the actual course Unit Range, or the value should be 0.</p> <p>Unit Range: <input type="text"/> to <input type="text"/> </p>
Sequence	-- Select --
Exception Identifier	-----
Exception	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>
Non Course Requirements	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>

Add
Cancel

Select 6 Units from the Following:			
			ENGL 211 American Literature II Active 3
			ENGL 215 English Literature I: 800-1799 Active 3
			ENGL 216 English Literature II: 1800 - Present Active 3

Exception Identifier

Exception

-- 1 --

-- 2 --

-- 3 --

-- 4 --

-- 5 --

Program Prerequisites

			ADJU 102 ¹ Criminal Law I Active	3
--	--	--	--	---

¹This course is only offered at Miramar College.

Program Proposal Instructions

Non-Course Requirements

Enter any non-course requirements for the award (most programs do not have non-course requirements).

You can edit each course by clicking on the pencil icon , or you can remove a course by clicking on the scissors icon .

Select 6 Units from the Following:					
				ENGL 211 American Literature II Active	3
				ENGL 215 English Literature I: 800-1799 Active	3
				ENGL 216 English Literature II: 1800 - Present Active	3

You can move a course up or down by clicking the [up]  or [down]  arrows.

Recommended Electives

The Recommended Electives screen is where you can enter/edit the recommended electives for the award. The units do not count towards the units required for the major; therefore, a mechanism does not exist to select the unit totals.

Header

The header displays information above the courses selected.

Footer

The footer displays information below the group of courses selected

Recommended Electives	
Recommended	Courses
Header (Optional)	
<div style="border: 1px solid gray; height: 60px;"></div>	
S ?	
Footer (Optional)	
<div style="border: 1px solid gray; height: 60px;"></div>	
S ?	
Save Finish Cancel	
Recommended Electives:	

Program Proposal Instructions

You can add courses to the recommended electives for the award by clicking on the [courses tab] at the top of the screen. Then proceed to fill in the required information for the recommended elective course. Click the [Add] button after each course, and then click the [Finish] button when complete.

Subject Area

Select the subject area of the course that is required.

Course

Select the course that is required.

Condition

The condition data entry field allows you to apply conditions to a series of courses that are options for the award you are creating/editing. Using condition symbols group courses together in different ways depending on the condition symbol used. Groups help define how the courses fulfill the award requirements. For more information on the condition field click the help icon 

Sequence

Use the sequence to specify when the course should be taken (most programs do not have a sequence).

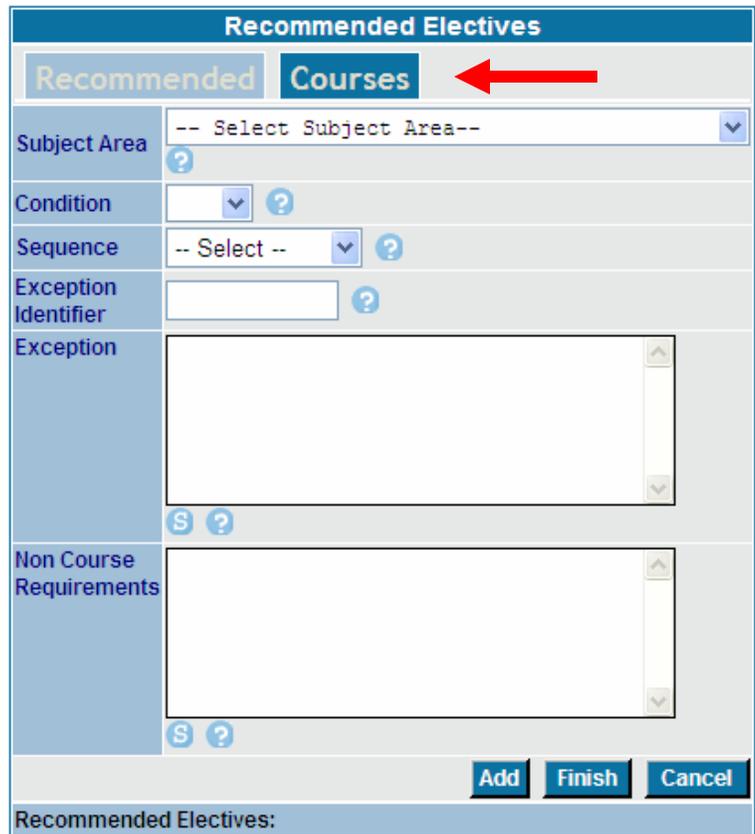
Exception Identifier

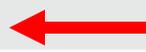
An exception or notation for a course can be added. For example if the course is only offered at one of the colleges you can select an exception identifier from the drop down list.

Exception

Once the exception identifier is selected then type the exception in the text box. The text will display with the exception identifier below the list of courses.

Program Prerequisites			
   	ADJU 102 ¹	Criminal Law I Active	3
¹ This course is only offered at Miramar College.			



Recommended Electives	
Recommended	Courses 
Subject Area	-- Select Subject Area--
Condition	<input type="button" value="v"/> ?
Sequence	-- Select -- <input type="button" value="v"/> ?
Exception Identifier	<input type="text"/> ?
Exception	<input type="text"/>
Non Course Requirements	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/>	
Recommended Electives:	

Exception Identifier	<input type="text" value="-----"/> <input type="button" value="v"/>
Exception	<input type="text" value="-----"/>
	-- 1 --
	-- 2 --
	-- 3 --
	-- 4 --
	-- 5 --

Non-Course Requirements

Enter any non-course requirements for the award (most programs do not have non-course requirements).

Program Proposal Instructions

Attached Files

The Attached Files screen is where you can view, add or drop files which support the program. This step is optional.

Welcome, Sandy [Log Out](#)

[CurricUNET Home](#)
[Create/Edit Proposal](#)
[Programs](#)
[Edit Program](#)

[Edit Program](#)

Program Title: How to

Attached File Upload

Title

File [Browse...](#)

[Add](#) [Finish](#) [Cancel](#)

Attached Files

Program Checklist

- [Main](#)
- [Cover](#)
- [Description](#)
- [Program Award\(s\)](#)
- [Rules/Courses](#)
- [Attached Files \(Optional\)](#)

1. Enter the file Title in the text box
2. Click [Browse...] to search your computer for the file you want to attach then click [Open] to select the file.
3. Click [Add] to add the file to the proposal. The title will display on the screen in blue.

Attached File Upload

Title

File [Browse...](#)

[Add](#) [Finish](#) [Cancel](#)

Attached Files

[Sample file](#) [Drop](#)

4. To remove an attached file click [Drop]. Click on [Finish] when you are completely finished filling out all required fields. When you have finished a page a summary of the information entered will display. A check mark will appear in the checklist that shows that this page is complete.

Attached File Upload

[Edit](#)

Attached Files

[Sample file](#)

- To edit a page after you have clicked [Finish] Click on the [Page] from the checklist and then click [Edit] to display the entry fields.

After all the entry fields are finished and are checked off the proposal is ready for phase 2 of the process “Audit”.

Please go to the “Audit to Pre-launch” section of the user guide for detailed instructions on how to proceed with your proposal.

To edit a page after you have clicked [Finish] click on the [page] from the checklist and then click [Edit] to display the entry fields.

Program Checklist

- [Main](#)
- [Program Cover](#)

Award

Page Last Saved on Thursday, Jan 31, 2008 at 12:41 PM
By Jodie Thomas

Campus	Mesa
Subject Area	Radiologic Technology
Award Title *	Radiologic Technology
Award Type *	Certificate of Achievement
Award Description	
Award Notes	
Award Prerequisites	

[Edit](#)

Program Proposal Instructions

Revise/Modify a Program

These instructions are for revising an existing degree or certificate. To create a new degree or certificate, see instructions for creating a new program.

Create/Edit Proposal
 Courses
 Programs

After logging in, click [Programs] under 'Create/Edit Proposal' on the main menu.

CurricUNET Home
 Create/Edit Proposal
 Programs
Programs
 Create Program
 Modify Active Program

On the next screen click [Modify Active Program.]

On the next screen select various options from the drop down menus such as college, program area, or subject area in order to search for the program you want to revise/modify. Click [Ok].

Program Search	
Colleges	<input type="checkbox"/> City <input type="checkbox"/> Mesa <input type="checkbox"/> Miramar ?
Program Area	-All- ▼
Subject Area	ACCT - Accounting ▼ ?
Award Title	<input type="text"/>
Status	<input checked="" type="radio"/> All <input type="radio"/> spilt <input type="radio"/> Active <input type="radio"/> Historical <input type="radio"/> Pending <input type="radio"/> Launched <input type="radio"/> Cancelled <input type="radio"/> Approved ?
OK	

In order to revise or modify a program, click on the modify icon (two pieces of paper)  to the right of the program information. This will allow the program to be revised /modified.

Program Search Results		
Actions	Program	Status
  	Program Subject: Business Program Title: Business Management *Active* Award Title: Certificate of Achievement Miramar CIC Date: 11/09/2000	Active

Revise a Program	
Award Title	Business Management ?
Campus	Miramar ?
Subject Areas	BUSE ?
Program Proposal Type	--Please Select-- ▼ ?
Save Cancel	

Select the Proposal type from the drop down menu and click [Save]. You should then be on the Program Construction Main Menu. On the right of your screen you will see the Program

Program Proposal Instructions

Checklist. If you would like to add one or more co-contributors, see the instructions below.

The screenshot shows a web application interface for program construction. On the left, a navigation menu includes 'CurricUNET Home', 'Create/Edit Proposal', 'Programs', and 'Edit Program'. Below this, a sidebar displays program details: 'Award Title: Radiologic Technology', 'Award Type: Certificate of Achievement', 'Subject Area: Radiologic Technology', 'College: Mesa', 'Originator: Version 2, Curricunet', 'Origination Date: 10/27/1999', and 'Proposal Type: Program Revision'. The main content area is titled 'Program Construction Main Menu' and shows 'Program Title: Radiologic Technology' and 'Co-Contributor(s): There are no Co-Contributors for this program.' with a link to 'Add a Co-Contributor'. On the right, a 'Program Checklist' lists items like 'Program Cover', 'Award', 'Program Prerequisites', 'Major Courses', 'Required Electives', 'Recommended Electives', 'Codes', and 'Attached Files (Optional)'. A 'Help' section at the bottom right explains that co-contributors can be added to give access to the proposal for making changes.

Add a Co-Contributor

If you wish to add a co-contributor: Click the [Add a Co-Contributor] text link found on the previous ('Program Construction Main Menu') screen. A co-contributor can input information on the pages for which they are given access; however, a co-contributor can not take any approval actions like pre-launching or launching a proposal.

1. Select the co-contributor from the drop down list
2. Click in the box next to each screen the co-contributor will have rights to or use the *Check All* text link to select all screens, and click [OK]. This will return you to the Program Construction Main Menu where you can continue with your program proposal.

The 'Create Co-Contributor' dialog box is shown. It has a title bar 'Create Co-Contributor'. The 'Title' field contains 'Applied Biology'. The 'Co-Contributor' field is empty with a dropdown arrow and a help icon. Below, the 'Screen Rights' section lists several items with checkboxes: 'Program Cover', 'Award', 'Program Prerequisites', 'Major Courses', 'Required Electives', 'Recommended Electives', and 'Attached Files'. There are links for 'Check All' and 'Uncheck All'. At the bottom right are 'OK' and 'Cancel' buttons.

Program Proposal Instructions

Program Checklist

Main

This is where you will find the basic program information that has been entered using the Revise/Modify Program screen. This is also where you will add/edit co-contributor information. Only the co-contributor information can be edited from this screen.

Program Cover

This is where you will enter/edit overall program information such as the proposed start year, catalog description, program emphasis, goals, career options, and need or reason for creating the proposal.

Award

This is where you will enter/edit specific award information, such as the award type, special award notes, award prerequisites.

Program Prerequisites

This is where you can enter/edit program prerequisite(s) information. Program Prerequisites are courses a student must complete before they can start the program. Most programs do not have course prerequisites.

Major Courses

This is where you will enter/edit the courses required for the major.

Required Electives

This is where you can define groups of electives and enter/edit the courses.

Recommended Electives

This is where you can enter/edit recommended elective courses that are not required for the award or certificate.

Attached Files

This is where you can view, add or drop files which correspond to the program.

Program Checklist	
	Main
<input type="checkbox"/>	Program Cover
<input type="checkbox"/>	Award
<input type="checkbox"/>	Program Prerequisites
<input type="checkbox"/>	Major Courses
<input type="checkbox"/>	Required Electives
<input type="checkbox"/>	Recommended Electives
<input type="checkbox"/>	Codes
<input type="checkbox"/>	Attached Files (Optional)

Program Proposal Instructions

Program Cover

The Program Cover page is where you can revise the overall program information such as the catalog description, program goals and objectives, career options and program emphasis. All items containing a red asterisk * are required fields. The page can not be saved or finished if those areas are left blank.

Campus	City
Award Title	Allied Health Track
Program Area*	Biology (City)
Subject Area*	Biology
Propose Change To Description *	Yes: <input type="radio"/> No: <input type="radio"/>
Catalog Description *	Biology is a natural science that focuses on physical and chemical processes of living organisms. This discipline explores how organisms acquire and use energy to maintain homeostasis, how they reproduce, and how they interact with each other and their environment. Scientific processes are emphasized as a means of answering these biological questions. Biologists rely heavily on a chemistry foundation since living organisms are chemical systems.
Program Goals and Objectives *	Bring program up to date regarding industry trends.

Propose Change to Description

To edit the Catalog Description, Program Goals and Objectives, Career Options and Program Emphasis, click [Yes:] which will open the data entry fields below.

Select Additional Award(s) to update

Here you can select additional awards that are associated with the general program area so the changes you make to the catalog description, program goals and objectives, career options and program emphasis will be updated on those awards as well. From the drop down menu only awards associated with the same program area will be displayed. Select each additional award to be updated with the program information changes.

Catalog Description

This is the overall program description including information that describes all the awards associated with the selected program area.

Program Goals and Objectives

Revise the goals and objectives of the overall program if they have changed.

Campus	City
Award Title	Allied Health Track
Program Area*	Biology (City)
Subject Area*	Biology
Propose Change To Description *	Yes: <input checked="" type="radio"/> No: <input type="radio"/>
Select Additional Award(s) to update. *	-- Select Program --
Catalog Description *	Biology is a natural science that focuses on physical and chemical processes of living organisms. This discipline explores how organisms acquire and use energy to maintain homeostasis, how they reproduce, and how they interact with each other and their environment.
Program Goals and Objectives *	Bring program up to date regarding industry trends.

Program Proposal Instructions

Career Options

Revise possible career options available to students who complete awards in the program.

Program Emphasis

Revise the emphasis of the overall program if it has changed.

Click on [Save] to save the information you have entered. The data entry fields remain available for data entry. The [Save] icon will appear throughout the checklist pages with the same purpose, to save information you have entered.

Click on [Finish] when you are completely finished filling out all required fields. When you have finished a page a summary of the information entered will display. A check mark will appear in the checklist that shows the page is complete and the checklist page will turn green when complete.

To edit a page after you have clicked [Finish] click on the page from the checklist and then click [Edit] to display the entry fields.

Click [Cancel] to cancel the entries on a page.



Program Proposal Instructions

Award

The Award page is where you will enter more specific program information regarding the award. All items containing a red asterisk * are required fields. The page can not be saved or finished if those areas are left blank.

Award Title and Award Type

The award title and award type can be modified on this page.

Award Description

Revise or enter a description specific to the degree or certificate that is being revised.

Award Notes

Revise or enter any additional notes specific to the award.

Award Prerequisites

Revise or enter any non-course prerequisites such as certain certifications. (Most awards do not have non-course prerequisites.)

Click on [Save] to save the information you have entered. The data entry fields remain available for data entry. The [Save] icon will appear throughout the checklist pages with the same purpose, to save the information you have entered.

Award	
Page Last Saved on Thursday, Jan 31, 2008 at 5:30 PM By Laura Van Houten	
Campus	Mesa
Subject Area	Speech Communications
Award Title *	Speech Communications ?
Award Type*	Associate in Arts Degree ?
Award Description	The Associate in Arts in Communication certifies that a student has emphasized the theory and practice of communication skills, has met the preparation for the major in Communication, ? S
Award Notes	Note: Only one Speech Communications (SPEE) course from the list may be used to satisfy SDCCD general education requirements. ? S
Award Prerequisites	? S
Save Finish Cancel	

Click on [Finish] when you are completely finished filling out all required fields. When you have finished a page a summary of the information entered will display. A check mark will appear in the checklist that shows that this page is complete and the checklist page will turn green when complete.

To edit a page after you have clicked [Finish] click on the page from the checklist and then click [Edit] to display the entry fields.



Click [Cancel] to cancel the entries on this page.

Program Proposal Instructions

Program Prerequisites

The Program Prerequisites screen is where you can enter/edit any program course prerequisite information. Most awards do not have program prerequisites if there are no course prerequisites click [Finish].

Header

The header displays information above the courses selected.

Footer

The footer displays information below the group of courses selected.

The screenshot shows a web application window titled "Program Prerequisites". At the top, there are two tabs: "Prerequisite" (which is active) and "Courses". Below the tabs is a "Header (Optional)" section, which is currently empty. Underneath the header is a "Footer (Optional)" section, also empty. At the bottom of the main content area, there are three buttons: "Save", "Finish", and "Cancel". The window has a blue header bar and a light blue footer bar with the text "Program Prerequisites".

Program Proposal Instructions

You can add courses to the program prerequisites screen by clicking on the [courses tab] at the top of the screen. Then proceed to fill in the required information for the program prerequisite course. Click the [Add] button after each course and then click the [Finish] button when complete.

Subject Area

Select the subject area of the course that is a prerequisite.

Course

Select the course that is a prerequisite.

Condition

The condition data entry field allows you to apply conditions to a series of courses that are options for the award you are creating/editing. Using condition symbols group courses together in different ways depending on the condition symbol used. Groups help define how the courses fulfill the award requirements. For more information on the condition field click the help icon 

Sequence

Use the sequence to specify when the course should be taken (most programs do not have a sequence).

Exception Identifier

An exception or notation for a course can be added. For example if the course is only offered at one of the colleges you can select an exception identifier from the drop down list.

Exception

Once the exception identifier is selected then type the exception in the text box. The text will display with the exception identifier below the list of courses.

Program Prerequisites			
  	ADJU 102 ¹	Criminal Law I Active	3
¹ This course is only offered at Miramar College.			

Program Prerequisites

Prerequisite

Courses



Subject Area	English (ENGL) 
Course	-- Select Course-- 
Condition	<input type="text"/> 
Unit Range	<p>Make sure values are blank, unless you want to specify a value other than the actual course Unit Range, or the value should be 0.</p> <p>Unit Range:</p> <input type="text"/> to <input type="text"/> 
Sequence	-- Select --  
Exception Identifier	-----  
Exception	<div style="border: 1px solid #0070C0; height: 40px; width: 100%;"></div>  
Non Course Requirements	<div style="border: 1px solid #0070C0; height: 60px; width: 100%;"></div>  

Exception Identifier	----- 
Exception	<div style="border: 1px solid #0070C0; padding: 2px;"> <p>-----</p> <p>-- 1 --</p> <p>-- 2 --</p> <p>-- 3 --</p> <p>-- 4 --</p> <p>-- 5 --</p> </div>

Non-Course Requirements

Enter any non-course requirements for the award (most programs do not have non-course requirements).

Program Proposal Instructions

Major Courses

The Major Courses screen is where you will enter/edit the courses required for the major.

Units

Select Default for CurricUNET to calculate the units or select units to manually enter a unit range.

Header

The header displays information above the courses selected.

Footer

The footer displays information below the group of courses selected.

Courses Required for the Major

Major **Courses**

Default (All Units Calculated):

Units (Specify Unit Range):

Unit Range Courses:
0 to 0 ?

Header (Optional)

S ?

Footer (Optional)

S ?

Save **Finish** **Cancel**

Major Courses

Total: 0

Program Proposal Instructions

You can add courses to the courses required for the major by clicking on the [courses tab] at the top of the screen. Then proceed to fill in the required information for the course required for the major. Click the [Add] button after each course, and then click the [Finish] button when complete.

Subject Area

Select the subject area of the course that is required.

Course

Select the course that is required.

Condition

The condition data entry field allows you to apply conditions to a series of courses that are options for the award you are creating/editing. Using condition symbols group courses together in different ways depending on the condition symbol used. Groups help define how the courses fulfill the award requirements. For more information on the condition field click the help icon 

Courses Required for the Major

Major

Courses 

Subject Area English (ENGL) 

Course 209-Literary Approaches to Film-Active (3) 

Condition 

Unit Range Make sure values are blank, unless you want to specify a value other than the actual course Unit Range, or the value should be 0.
Unit Range: to 

Sequence -- Select -- 

Exception Identifier ----- 

Exception 

Non Course Requirements 

Major Courses			
			?
ENGL 101	Reading and Composition	Active	3
or			
ENGL 105	Composition and Literature	Active	3

Sequence

Use the sequence to specify when the course should be taken (most programs do not have a sequence).

Exception Identifier

An exception or notation for a course can be added. For example if the course is only offered at one of the colleges you can select an exception identifier from the drop down list.

Exception

Once the exception identifier is selected then type the exception in the text box. The text will display with the exception identifier below the list of courses.

Program Prerequisites







ADJU 102 ¹ Criminal Law I Active

3

¹This course is only offered at Miramar College.

Exception Identifier ----- 

Exception

-- 1 --

-- 2 --

-- 3 --

-- 4 --

-- 5 --

Non-Course Requirements

Enter any non-course requirements for the award (most programs do not have non-course requirements).

Program Proposal Instructions

You can edit each course by clicking on the pencil icon , or you can remove a course by clicking on the scissors icon .

You can move a course up or down by clicking the [up]  or [down]  arrows.

Major Courses					
				ENGL 101 Reading and Composition Active	3
or					
				ENGL 105 Composition and Literature Active	3
				ENGL 205 Critical Thinking and Intermediate Composition Active	3
				ENGL 208 Introduction to Literature Active	3
				ENGL 209 Literary Approaches to Film Active	3
Total:					12

Required Electives

The Required Electives screen is where you can create groups of required electives for the award. To create a group of required electives click on the [Required Electives] page.

Description

Enter the definition for a group of electives. For example, “Select 6 units from the following:” or “Select 2 courses”.

Header

The header displays information above the courses selected.

Footer

The footer displays information below the group of courses selected.

Units

Select the [Units] button and specify the unit range for this grouping. If there is not a range, enter the same units in both fields. For example, if the description is “Select 6 units” enter 6 in both fields. If the description is “Select 2 courses” and the courses have varying unit values then enter the lowest total possible in the first field and the highest total in the second field.

Required Electives

Description *

Select 6 Units from the Following:

S ?

Header (Optional)

S ?

Footer (Optional)

Default (All Units Calculated):

Units (Specify Unit Range):

Unit Range Courses:

6 to 6 **?**

Add

Finish **Cancel**

Program Proposal Instructions

Click the [Add] button to save the Required Electives description you created to the Program Checklist. You can click on the description to add courses to the grouping. To modify an existing required electives grouping, click on the grouping listed on the program checklist.

Program Checklist

- Main
- Program Cover
- Award
- Program Prerequisites
- Major Courses
- Required Electives
 - Select 6 Units from the Following:
 - Recommended Electives
 - Attached Files (Optional)



Subject Area

Select the subject area of the course that is required.

Course

Select the course that is required.

Condition

The condition data entry field allows you to apply conditions to a series of courses that are options for the award you are creating/editing. Using condition symbols group courses together in different ways depending on the condition symbol used. Groups help define how the courses fulfill the award requirements. For more information on the condition field click the help icon

Sequence

Use the sequence to specify when the course should be taken (most programs do not have a sequence).

Exception Identifier

An exception or notation for a course can be added. For example if the course is only offered at one of the colleges you can select an exception identifier from the drop down list.

Exception

Once the exception identifier is selected then type the exception in the text box. The text will display with the exception identifier below the list of courses.

Select 6 Units from the Following:

Electives

Courses

Subject Area	-- Select Subject Area-- ▼		
Condition	[] [?]		
Unit Range	<p>Make sure values are blank, unless you want to specify a value other than the actual course Unit Range, or the value should be 0.</p> <p>Unit Range: [] to [] [?]</p>		
Sequence	-- Select -- [?]		
Exception Identifier	[-----] [?]		
Exception	[] [?] [S]		
Non Course Requirements	[] [S] [?]		

Add
Cancel

Select 6 Units from the Following:			
			ENGL 211 American Literature II Active 3
			ENGL 215 English Literature I: 800-1799 Active 3
			ENGL 216 English Literature II: 1800 - Present Active 3

Exception Identifier

[-----] ▼

Exception

-- 1 --

-- 2 --

-- 3 --

-- 4 --

-- 5 --

Non-Course Requirements

Program Prerequisites

			ADJU 102 ¹ Criminal Law I Active 3
--	--	--	--

¹This course is only offered at Miramar College.

Program Proposal Instructions

Enter any non-course requirements for the award (most programs do not have non-course requirements).

You can edit each course by clicking on the pencil icon , or you can remove a course by clicking on the scissors icon .

Select 6 Units from the Following:				
				ENGL 211 American Literature II Active 3
				ENGL 215 English Literature I: 800-1799 Active 3
				ENGL 216 English Literature II: 1800 - Present Active 3

You can move a course up or down by clicking the [up]  or [down]  arrows.

Recommended Electives

The Recommended Electives screen is where you can enter/edit the recommended electives for the award. The units do not count towards the units required for the major; therefore, a mechanism does not exist to select the unit totals.

Header

The header displays information above the courses selected.

Footer

The footer displays information below the group of courses selected

Recommended Electives

Recommended Courses

Header (Optional)

S ?

Footer (Optional)

S ?

Save **Finish** **Cancel**

Recommended Electives:

Program Proposal Instructions

You can add courses to the recommended electives for the award by clicking on the [courses tab] at the top of the screen. Then proceed to fill in the required information for the recommended elective course. Click the [Add] button after each course, and then click the [Finish] button when complete.

Subject Area

Select the subject area of the course that is required.

Course

Select the course that is required.

Condition

The condition data entry field allows you to apply conditions to a series of courses that are options for the award you are creating/editing. Using condition symbols group courses together in different ways depending on the condition symbol used. Groups help define how the courses fulfill the award requirements. For more information on the condition field click the help icon 

Sequence

Use the sequence to specify when the course should be taken (most programs do not have a sequence).

Exception Identifier

An exception or notation for a course can be added. For example if the course is only offered at one of the colleges you can select an exception identifier from the drop down list.

Exception

Once the exception identifier is selected then type the exception in the text box. The text will display with the exception identifier below the list of courses.

Program Prerequisites			
   	ADJU 102 ¹	Criminal Law I Active	3
¹ This course is only offered at Miramar College.			

Recommended Electives

Recommended
Courses
←

Subject Area

Condition

Sequence

Exception Identifier

Exception

Non Course Requirements

Recommended Electives:

Exception Identifier

Exception

Non-Course Requirements

Enter any non-course requirements for the award (most programs do not have non-course requirements).

Program Proposal Instructions

Attached Files

The Attached Files screen is where you can view, add or drop files which support the program. This step is optional.

Welcome, Sandy Log Out

CurricUNET Home
Create/Edit Proposal
Programs
Edit Program

Edit Program

Program Title: How to

Attached File Upload

Title

File Browse...

Add Finish Cancel

Attached Files

Program Checklist

- Main
- Cover
- Description
- Program Award(s)
- Rules/Courses
- Attached Files (Optional)

1. Enter the file Title in the text box
2. Click [Browse...] to search your computer for the file you want to attach then click [Open] to select the file.
3. Click [Add] to add the file to the proposal. The title will display on the screen in blue.

Attached File Upload

Title

File Browse...

Add Finish Cancel

Attached Files

[Sample file](#) Drop

4. To remove an attached file click [Drop]. Click on [Finish] when you are completely finished filling out all required fields. When you have finished a page a summary of the information entered will display. A check mark will appear in the checklist that shows that this page is complete.

Attached File Upload

[Sample file](#) Edit

- To edit a page after you have clicked [Finish] Click on the [Page] from the checklist and then click [Edit] to display the entry fields.

After all the entry fields are finished and are checked off the proposal is ready for phase 2 of the process “Audit”.

Please go to the “Audit to Pre-launch” section of the user guide for detailed instructions on how to proceed with your proposal.

To edit a page after you have clicked [Finish] click on the [page] from the checklist and then click [Edit] to display the entry fields.

Program Checklist

- Main
- Program Cover

Award

Page Last Saved on Thursday, Jan 31, 2008 at 12:41 PM
By Jodie Thomas

Campus	Mesa
Subject Area	Radiologic Technology
Award Title *	Radiologic Technology
Award Type *	Certificate of Achievement
Award Description	
Award Notes	
Award Prerequisites	

Edit