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].

Click on the Program Report **Pr** button to display the proposal information.

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.

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

On the next screen click 'Create Program.'

Your screen should then look similar to the example below:

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.

Welcome, Jodie Thomas Log Out	**Program Checklist**

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.

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 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.

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.

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.

Program Checklist

Main
☑ Program Cover
☐ Award
☐ Program Prerequisites
☐ Major Courses
☐ Required Electives
☐ Recommended Electives
☐ Codes
☐ Attached Files

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.

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,
Award Notes	Note: Only one Speech Communications (SPEE) course from the list may be used to satisfy SDCCD general education requirements.
Award Prerequisites	

Save   Finish   Cancel

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.

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 [?]
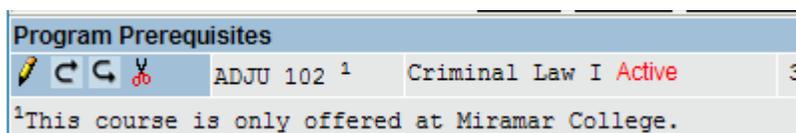
Sequence

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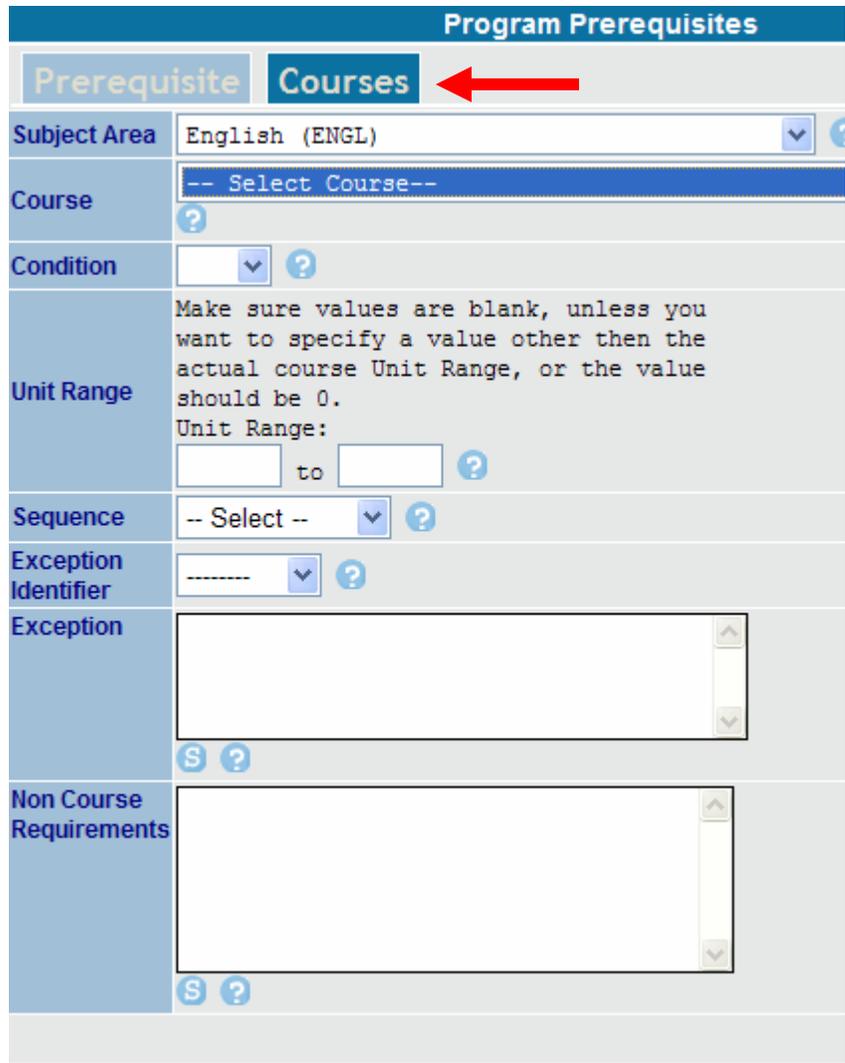
Exception Identifier

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.
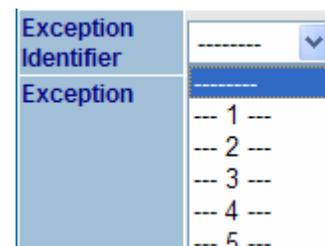
Exception

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.

Non-Course Requirements

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

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.

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.
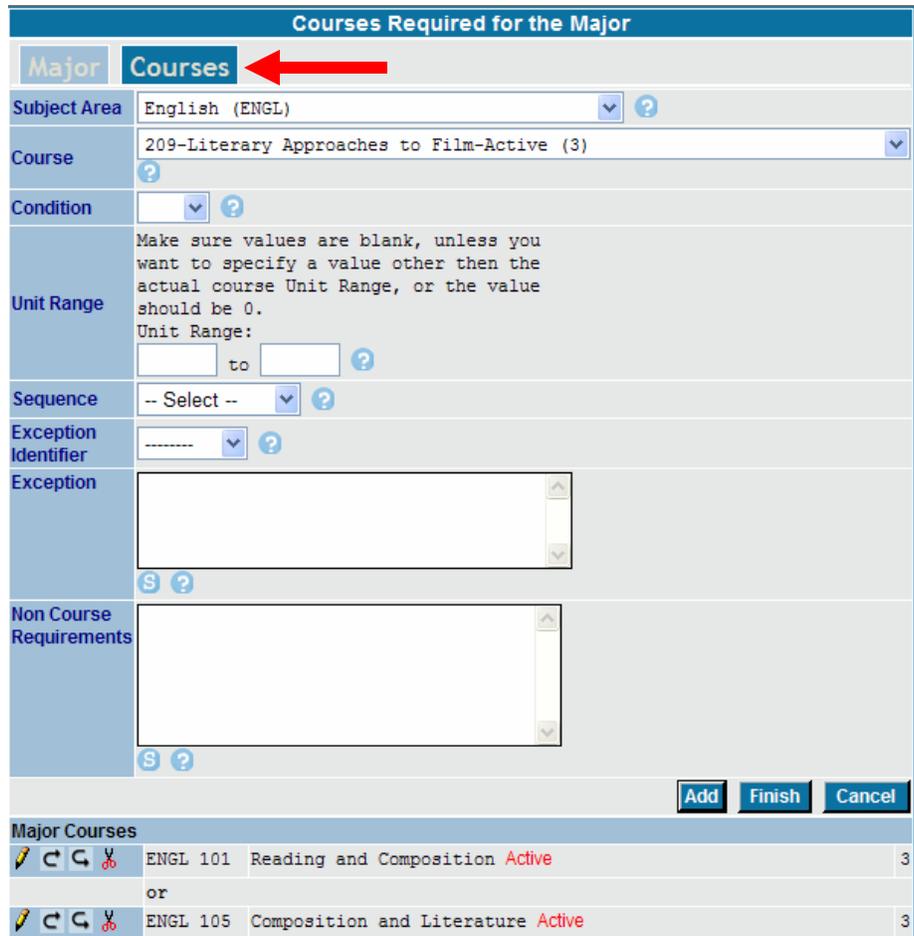
Subject Area

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

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.

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:

Header (Optional)

Footer (Optional)

Default (All Units Calculated): ○
Units (Specify Unit Range): ◉

Unit Range Courses:
6　to　6

Add

Finish　Cancel

Program Proposal Instructions

Program Checklist

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

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.

Select 6 Units from the Following:

Electives | Courses

Subject Area	-- Select Subject Area--
Condition	
Unit Range	Make sure values are blank, unless you want to specify a value other then the actual course Unit Range, or the value should be 0. Unit Range: ___ to ___
Sequence	-- Select --
Exception Identifier	--------
Exception	
Non Course Requirements	

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 3
             Active

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

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 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 3 Active		

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)

[ ]

Footer (Optional)

[ ]

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

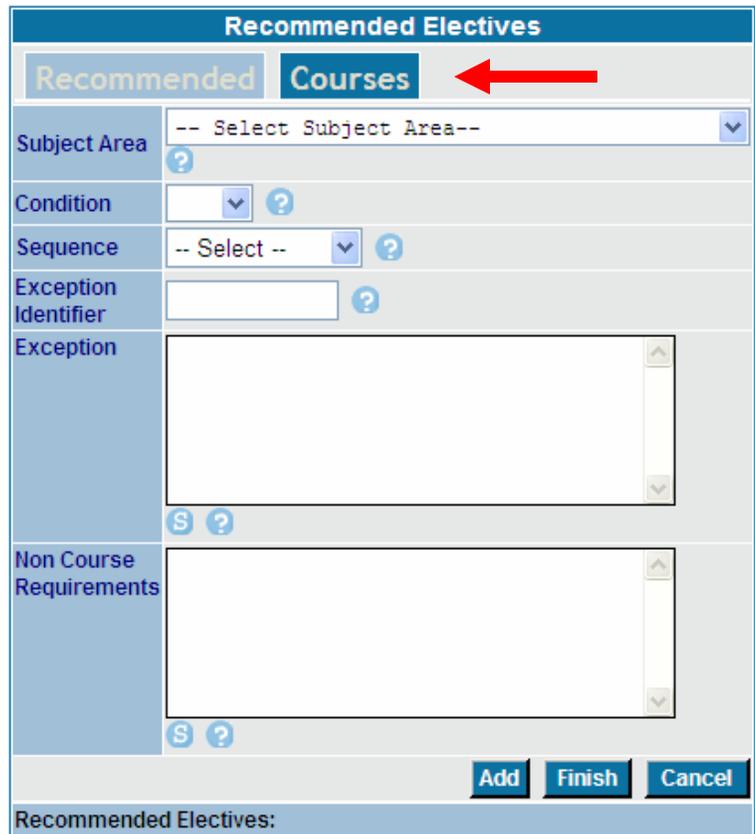Use the sequence to specify when the course should be taken (most programs do not have a sequence).
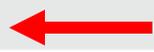
Exception Identifier

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.

Non-Course Requirements

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

Attached Files

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

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.

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.

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.

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

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].

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.

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.

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.

Program Checklist

Program Checklist
- Main
- Program Cover
- Award
- Program Prerequisites
- Major Courses
- Required Electives
- Recommended Electives
- Codes
- Attached Files (Optional)

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 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.

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.

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 Checklist

Main
Program Cover
Award
Program Prerequisites
Major Courses
Required Electives
Recommended Electives
Codes
Attached Files

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,
Award Notes	Note: Only one Speech Communications (SPEE) course from the list may be used to satisfy SDCCD general education requirements.
Award Prerequisites	
	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.

Program Checklist
Main
Program Cover

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.

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.

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

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.

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

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.

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:

Header (Optional)

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.

Select 6 Units from the Following:

Electives | Courses

Subject Area	-- Select Subject Area--
Condition	
Unit Range	Make sure values are blank, unless you want to specify a value other then the actual course Unit Range, or the value should be 0. Unit Range: ____ to ____
Sequence	-- Select --
Exception Identifier	--------
Exception	
Non Course Requirements	

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 3 Active

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

Non-Course Requirements

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 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 .

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

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).
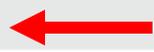
Exception Identifier

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.

Non-Course Requirements

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

Attached Files

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

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.

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.