

CurricUNET Quick Start Guide for Program Minor Revisions

Click on www.curricunet.com/fullerton to enter the CurricUNET site **OR** there is a link on <http://curriculum.fullcoll.edu/>
Click on the “**CurricUNET**” tab.

1. Enter your **LOGIN** information:

- > Username is _____ (last initial+first name unless changed)
- > Password is _____ (changeme, unless you changed it)
(Username and password are case sensitive.)
- > Click on **OK**.

2. Left-hand column

- a. Under “**Create/Edit Proposal**”
- b. Click “**Program Proposal**”
- c. Click “**Program Search**”
- d. Click “**All**” and select you’re “**Discipline**” from drop-down menu and click “**OK**” to pull up existing “**Active**” “**Pending**” and/or “**Historical**” copy of the course on file.

NOTE:

- i. **Active**- Currently in the catalog
 - ii. **Pending**-working copy
 - iii. **Historical**-previous proposed and approved proposal
- e. Click on the  to copy the current listed in catalog to work from.
 - f. Select “**Proposal type**” from drop-down menu to open. Choose “**Program Minor Revision**”
 - g. Use check boxes to indicate **each** change you will make, then type the reason in the “**Justification**” box for **each** change marked and click “**OK**” to open template for revising course.

3. Click on “[**Add a Co-Contributor**](#)” and select any Faculty co-authors/Department Coordinators/Department Chairs and your Curriculum Division Rep.

4. Under “**Screen Rights**” on the left side, click “[**Check All**](#)”, unless you want to limit access to specific sections using checkboxes, and click “**OK**”

5. **Course Checklist** (column on the right side)

- Click each form/page (on the right column) to open and complete the data fields as they are presented
- Click on  for **HELP**
- **SAVE** saves information, but keeps the page open for reentry
- **FINISH** saves information and completes that section.
- As each item of each form/page is completed, **SAVE** and **FINISH**, a check will appear in the box and section title will be highlighted green indicating form/page is complete.
- **FINISH** activates a summary text box that confirms you have completed all necessary information for that page. You can always go back later to “unlock” and edit, then “finish” again.

****Note: the system does not save automatically when leaving a page. Please save document periodically to avoid risk losing information.**

IMPORTANT NOTE:

You can still change things, and will have complete access to the course; it just gets the course into the approval process in the system.

REMEMBER –

Check CurricUNET at least once a week. Log on, go to “**My Approvals**” and see what is there for your review. Recommended changes/comments will be made and you’ll need to update the items mentioned. Keep checking each week, until the course gets through to the Curriculum Committee meeting. The main reason that courses don’t get through the process is that the faculty stop checking CurricUNET and the course sits in your queue (my approvals) until the changes are made.

After you have Pre-Launched, to check on your course without receiving a system email:

- Log in to CurricUNET
- Click on “**My Proposals**”
- Click “**Check Status**” to access comments and list of approval steps.

When you have received System@Governet.com email and to make changes through Prelaunch levels):

- Faculty Originator (you) and any approvers in the approval process will receive emails from “Systems@governet.com”.
- Please DO NOT delete these emails, as they will guide and notify you of your course status and any action that you will need to take to move your proposal forward.
- Log in to CurricUNET
- Click on “**My Approvals**”
- Select “**Faculty Originator**” and click **NEXT**
- Click on the  icon to access comments and list of approval steps.
- Scroll down to review completed steps...last action made will be in red.
- You can “**take action**” from this page (click appropriate “**Action**” button)
- Until launch, you can make changes anytime ([click on the pencil](#)  to open checklist on right).
- After Launch, you can check on the status of your course but cannot make changes.
- Be sure you are satisfied with your course and ALL corrections are made BEFORE you launch!

WHAT TO EXPECT WHILE YOUR PROPOSAL IS GOING THROUGH THE APPROVAL PROCESS

Be sure to check on your proposal(s) in CurricUNET every week throughout the approval process! There are multiple steps after pre-launch that require you to review recommendations and make changes before the course can move forward by doing the following:

- Step 1:** Pre-launch
- Step 2:** Wait for input (check back each week to review/make recommended changes)
- Step 3:** Review recommended changes and make them as appropriate
- Step 4:** Check to confirm approvals needed prior to Tech Review
- Step 5:** Wait for Tech Review to be completed (1 full week-you will receive an email)
- Step 6:** Review recommended changes from Tech Review and make corrections, explain reasons if there are recommendations you do not follow, and take action in CurricUNET to trigger an email notice (Systems@governet.com) to your Division Rep to check your revisions.
- Step 7:** Wait for review by Cypress and SCE, and Curriculum Chair (about a week)
- Step 8:** Proofread your course carefully to be sure there are no other edits needed and LAUNCH (locks course to any further changes).
- Step 9:** Follow up and make sure your Division Rep and Dean and Department Chair review the launched course in CurricUNET and approve.
- Step 10:** Wait for Committee meeting (will be at least one full week after 3 approvals in Step 9 are done) check for committee comments in the week prior to the next curriculum meeting.
- Step 11:** Attend Curriculum Committee meeting_to answer questions about your class.
If you cannot attend, **make sure your Curriculum Division Rep is up to speed** and ready to answer committee questions (especially those posted in CurricUNET!)
- Step 12:** Follow up in CurricUNET to confirm approval process is completed approximately 3 months later (2 weeks Artic, VP, Pres; then to DCCC 1st Fri of month, then to Board the 2nd T of the following month).

****If there are errors or problems that are not fixed before launch, approval could be delayed!**