How to ‘Check My Approvals Queue and Approve’

1.) To check your approvals queue you must login to CurricUNET. Once you are logged on, click on ‘My Approvals’ located on the left-hand side.

2.) Some users have more than one Position in CurricUNET. If so, select the Position of the approval queue you want to view from the ‘Select Position’ drop-down menu and click [Next]. If you only have one Position in CurricUNET and it was selected by default you MUST click [Next] to populate the approval queue. It does not populate automatically.
3.) Now that your approval queue populated, click on the [Cc] icon to view the Course Comparison report. The Course Comparison report shows what’s being added and/or removed from the Course Outline. To view the Cover Sheet of the proposal click the [Cr] icon. To view the Course Outline of the proposal click the [Co] icon. To view the Proposal Impact of the proposal click the [Pi] icon.

4.) Click [Action] to Approve or Deny the proposal.
5.) To approve the proposal select ‘Approved’ from the ‘Action’ drop-down menu and click [Submit]. If you ‘Denied’ the proposal, make sure to send an email to the Faculty Originator’s Southwestern email address explaining why you denied the proposal.

6.) Congratulations! You successfully reviewed and approved a course or program proposal. Repeat steps #3 – #5 to review and approve another proposal in your approval queue.