

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.

The screenshot shows the CurricUNET home page. On the left, there is a navigation menu with the following sections: Welcome, Kris (with a Log Out link); CurricUNET Home; Preferences (Personal Info, Notification); Create (Credit Courses, Non-Credit Courses, Programs, Non-Credit Programs); Track (My Proposals, My Approvals, All Proposals, Course Approval, Queue Status, Program Approval, Queue Status); Documents; Search (Login Not Necessary) (Program, Non-Credit Programs, Course, Non-Credit Courses, Users); and Help (Training Videos). A green arrow points to the 'My Approvals' link in the Track section. The main content area features a video player with a play button and a 'Curriculum Deadline for 2017-2018 Catalog' announcement stating that all curriculum was pre-launched prior to May 2, 2016. On the right, there is a 'Recent News' section with 'Important Information!' regarding Fall 2016 & Spring 2017 Curriculum Committee Meetings, including meeting dates and times.

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.**

The screenshot shows the 'Approval Process' screen. The left navigation menu is expanded to show 'Track' and 'Approval Process'. The main content area has a 'Select Position' dropdown menu with 'Faculty Originator' selected, and a 'Next' button. A green arrow points to the dropdown menu. Below the dropdown, there is a message: 'Select "Faculty Originator" to see your approval queue.' Below this, there are two sections: 'Courses' and 'Programs', both displaying 'You have no Approvals.' On the right, there is a 'Legend' section with various report options: Edit Course, View Course Report, Course Compare Report, View Word Report, View Course Ed, View Course Impact, and Visual. A green arrow points to the 'Next' button. At the bottom right, there is a 'Help' section with the text: 'From this screen, you will be allowed to:'

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.

Welcome, Kris [Log Out](#)

[CurricUNET Home](#)
[Track](#)
[Approval Process](#)

Links

- 2015-2016 Curriculum Calendar
- ASSIST
- Amazon.com for Books
- Blooms Taxonomy
- Budget Impact Consultation Form
- CCCCO Inventory of Approved Programs
- CCCCO Units/Hours Worksheet
- California Education Code

Approval Process

Select Position: Curriculum Representative ?

Select "Position" then click "Next" to see your approval queue. [Next](#)

Courses

[Cr](#) [Co](#) [Cc](#) [Pi](#) [Vs](#) [C](#) TEST 101 CurricUNET Training in Courses
 Step: Curriculum Rep Level: 2 [Action](#)

Programs

[Cr](#) [Co](#) [Vs](#) Program: CurricUNET Training in Programs 11111 Associate in Science Modification
 Step: Curriculum Rep Level: 2 [Action](#)

Legend

- [Edit Course](#)
- [View Course Report](#)
- [Course Compare Report](#)
- [View Word Report](#)
- [Distance Ed](#)
- [View Course Impact](#)
- [Visual](#)

Help

From this screen, you will be allowed to:
Track an Approval Process

- Click on the appropriate *role* of the process you would like to

4.) Click [Action] to Approve or Deny the proposal.

Welcome, Kris [Log Out](#)

[CurricUNET Home](#)
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Approval Process

Select Position: Curriculum Representative ?

Select "Position" then click "Next" to see your approval queue. [Next](#)

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Help

From this screen, you will be allowed to:
Track an Approval Process

- Click on the appropriate *role* of the process you would like to

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.

The screenshot shows the 'Approval Process' interface. On the left, there is a navigation menu with 'CurricUNET Home', 'Track', and 'Approval Process'. Below this is a 'Links' section with various resources. The main content area is titled 'Approval Process' and contains the following information:

Course	CurricUNET Training in Courses 101-TEST
Step	Curriculum Rep
Description	Curriculum Representative Review
IS Comment	
Comments	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Action	-- Select Action -- -- Select Action -- Approved Denied

At the bottom right of the main content area is a red 'Submit' button. A green arrow points to this button. To the right of the main content area is a 'Help' section with the text: 'There is currently no help available for this page.' and a 'More' button.

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.