How to ‘Copy a Course’ for a Modification, Minor Modification, Reactivation, or Inactivation

1.) To modify, reactivate, or inactivate a course you must first copy the course for historical purposes. To copy a course, login to CurricUNET and click on [Course] under ‘Search.’

2.) Select the course discipline from the ‘Discipline’ drop-down menu and type the course number in the ‘Course Number’ field and click [OK].

3.) Click the [Copy] icon next to the *Active* version of the course to copy and modify.

4.) Select the ‘Proposal Type’ (Modification, Minor Modification, Reactivate, or Inactivate) from the drop-down menu and click [Next]. All other proposal types are for ISS office use only.
5.) Check all of the ‘Modification Types’ that apply to your course modification proposal. Scroll down and click [OK].
6.) The copying process is now complete! On the right-hand side under ‘Course Checklist,’ click on the section(s) of the course outline you want to modify.