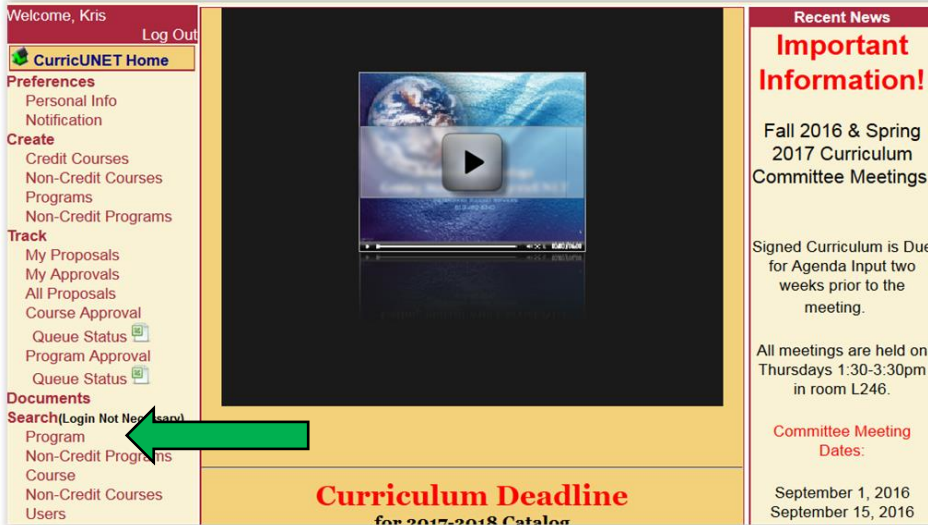


## How to 'Copy a Program' for a Modification

1.) To modify a program you must first copy the program for historical purposes. To copy a program, login to CurricUNET and click on [Program] under 'Search.'



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**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 Needed)

- Program
- Non-Credit Programs
- Course
- Non-Credit Courses
- Users

**Recent News**

**Important Information!**

Fall 2016 & Spring 2017 Curriculum Committee Meetings.

Signed Curriculum is Due for Agenda Input two weeks prior to the meeting.

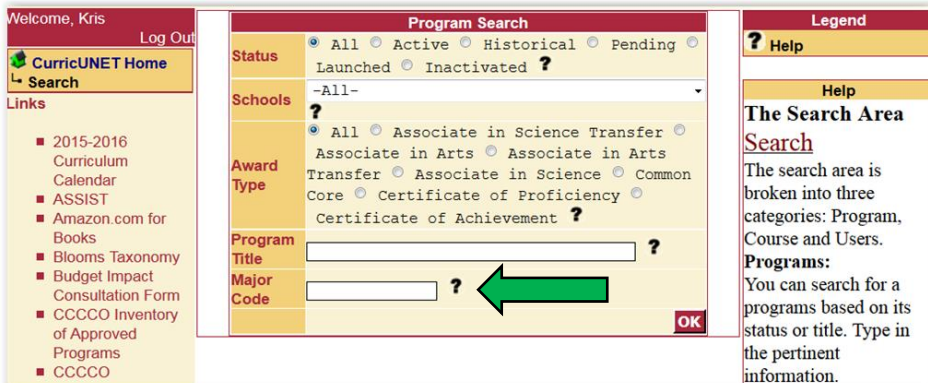
All meetings are held on Thursdays 1:30-3:30pm in room L246.

**Committee Meeting Dates:**

- September 1, 2016
- September 15, 2016

**Curriculum Deadline for 2017-2018 Catalog**

2.) Enter the five-digit major code of the program you want to modify or reactivate in the 'Major Code' field and click [OK]. You can search for your program using the program title, but it is recommended to search using the major code.



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**Search**

**Links**

- 2015-2016 Curriculum Calendar
- ASSIST
- Amazon.com for Books
- Blooms Taxonomy
- Budget Impact Consultation Form
- CCCCO Inventory of Approved Programs
- CCCCO

**Program Search**

Status:  All  Active  Historical  Pending  Launched  Inactivated ?

Schools: ?

Award Type:  All  Associate in Science Transfer  Associate in Arts  Associate in Arts Transfer  Associate in Science  Common Core  Certificate of Proficiency  Certificate of Achievement ?

Program Title:  ?

Major Code:  ?

**Legend**

? Help

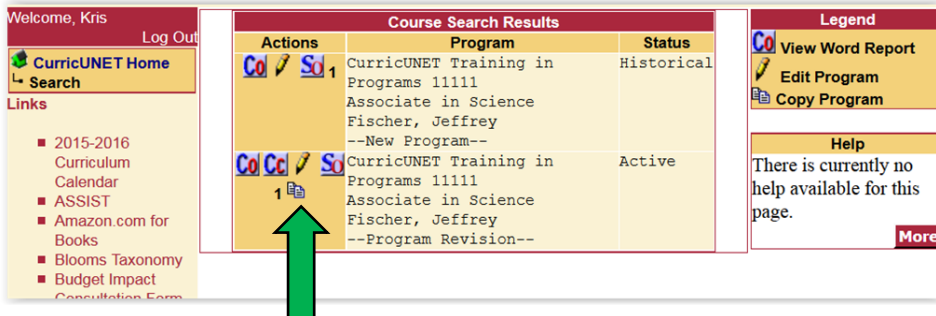
**Help**

**The Search Area Search**

The search area is broken into three categories: Program, Course and Users.

**Programs:** You can search for a programs based on its status or title. Type in the pertinent information.

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



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**Search**

**Links**

- 2015-2016 Curriculum Calendar
- ASSIST
- Amazon.com for Books
- Blooms Taxonomy
- Budget Impact Consultation Form

**Course Search Results**

Actions	Program	Status
	CurricUNET Training in Programs 1111 Associate in Science Fischer, Jeffrey --New Program--	Historical
	CurricUNET Training in Programs 1111 Associate in Science Fischer, Jeffrey --Program Revision--	Active

**Legend**

- View Word Report
- Edit Program
- Copy Program

**Help**

There is currently no help available for this page.

4.) Select the 'Proposal Type' (Modification or Reactivate) from the drop-down menu and click [Submit]. Draft a rationale on why you are modifying or reactivating the program in the 'Program Modification Rationale' field.

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[Search](#)

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
- Chancellor's Program and Course Approval Handbook
- College Source: College Catalogs
- Course Outline of Record (COR)
- CurricUSEARCH
- Curriculum Committee Handbook
- Curriculum Flowchart

**Copy Program**

Program Title:  ?

School(s):  TEST ?

Proposal Type:  ?

Department:  ?

Program Rationale:
 

- Modification
- Reactivate

If the program meets CTE, Basic Skills or Transfer then indicate that.

If the program does not meet any of these needs then provide sound reasons why the program should be approved. The state requires some sort of data within the rationale if the program does not meet CTE.

Program Modification Rationale:
 

This program is being modified for training purposes.

[Submit](#)

**Help**  
 There is currently no help available for this page. [More](#)

6.) The copying process is now complete! On the right-hand side under 'Program Checklist,' click on the section(s) of the program outline you want to modify.

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[Create](#)  
[Programs](#)  
[Edit Program](#)

**Edit Program**

CurricUNET Training in Programs  
 Associate in Science

[WR](#)

Bryant, Kris  
 Cover has not been finished.  
 Description has not

**Program Construction Main Menu**

Program Title: CurricUNET Training in Programs Associate in Science

Co-Contributor(s): There are no Co-Contributors for this program.  
[Add a Co-Contributor](#)

**Program Checklist**

Main

- Cover
- Description
- Award
- Program Block Definitions
- Attached Files
- SLO's

**Help**  
 There is currently no help available for this page. [More](#)