1 Proposal Type
On the left, log in and click Courses under Create/Edit Proposal on the main menu. On the left, click Modify Course. Fill out the search fields in the Course Search menu and click [OK].
Click the Modify Icon next to your course listing.
Select Course Deactivation (Active at another college) under Proposal Type and click [OK].

**Choose this proposal type when you want to deactivate a course only at your college. The course remains active at the other college(s). If the course is only active at your college (and nowhere else) choose Course Deactivation (Not at any college).

2 Course Checklist
The Course Checklist is located on the right and the entry fields are in the middle of the screen.

Main: The first page of Course Checklist after completing step one. Click the link to add a Co-Contributor (optional).

Cover/Description: Only fill out these four fields.
1. Colleges: Check your college (leave other colleges unchecked).
2. Proposed Start: Enter year and select semester.
3. Reason for Proposed Action: Provide a brief statement explaining why you are deactivating the course. Example of Reasons for deactivation may be:
   • The course has not been offered in 3 years.
   • The course no longer meets the mission of the college.
   • The course is obsolete.
4. Costs: Identify any costs this will create for the college. If none then state none. Click [Finish] when done to save the page.

*WARNING* Be careful to only check mark next to your college. Checking the box to any other college will result in deactivation at that respective college.

3 Audit
Once each page has been finished, the checklist is complete and the [Audit] button appears on the left side of the screen. Click [Audit].

Note: The course checklist is complete when a check mark appears next to each section.

4 Pre-Launch
Click the link to My Approvals.
Select Originator role and click [Next].
Click [Action] next to the proposal you want to pre-launch.
Add comments or leave fields blank. Click [Submit].

Note: The proposal is sent to the next level. You will be notified notified by email when the proposal is ready to be launched.

5 Launch
Once you receive an email to launch, log into the CurricUNET site.
Click My Approvals under the main menu.
Select Originator role and click [Next].
Click [Action] next to the proposal you want to launch.
Add comments or leave the field blank. Click [Submit].

http://www.sdccdcurricu.net/SDCCCD2/