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 (not at any college) under Proposal Type and click [OK].

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: Leave the box for your college checked. (leave other colleges unchecked).
2. Proposed Start: Enter year and select semester you’d like to deactivate the course.
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   • The course is obsolete.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: Enter “None” and click [Finish] to save the page.

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].

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].

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].

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

Note: This proposal type deactivates a course from the master inventory of courses. The course will no longer be active at any of the three colleges. (This includes single-college disciplines.)

http://www.sdccdcurricu.net/SDCCD2/