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. Click [OK].
Click the Modify Icon next to your course listing; this will take you to the “Course Modification” page, make sure only the college reactivating the course is checked.
Select “Course Reactivation (not currently active at any college)” as the proposal type. 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: Fill out only the following fields: Proposed Start, Need for Proposal, Goal Fulfillment and Costs (enter none or N/A in this field).

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

Help Desk  x 6502
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