You will receive an email notifying you that a proposal is ready for your review. On the left, log in to CurricUNET. On the left, click on My Approvals.

Select the Librarian/Multimedia Specialist role and click [Next].

A list of proposals will be displayed. Find the proposal you want to review.

When you have finished reviewing the proposal, click [Action] on the lower right hand corner.

You may enter a comment. Comments are optional and can be viewed by everyone. Books and other reference materials that are available at the college’s library or learning resource center for the course may be entered in the Comments field.

When you have finished reviewing the proposal, select Reviewed as your action and click [Submit]. The proposal moves forward to the Articulation Officer.

Note: Your review is required. If the Reviewed action is not taken, the proposal will not move forward. There is no default from this step.

Please refer to the CurricUNET User Guide for more information. If assistance is needed, please call the CurricUNET Help desk at (619) 388-6502.