Pre-Launch

On the left, log in to CurricUNET. On the left, click on My Approvals.

Make sure Originator is selected and click [Next].

A list of your proposals will be displayed.

Find the proposal you want to Pre-Launch and click [Action] in the lower right corner under the proposal title.

You may enter a comment. Comments are optional and may be viewed by everyone. Click [Submit].

The proposal is sent to the Librarian/Multimedia Specialist and Technical Review Liaison for official review and comment.

The proposal is also sent to the Discipline Dean, Assigned Discipline Faculty, Department Chair and School Dean for optional review.

Originator to Articulation

After the Librarian/Multimedia Specialist and Technical Review Liaison sign off, the proposal goes to the Articulation Officer for final review before launch.

Launch

An email is sent to you indicating your proposal is ready to be launched.

Log in to CurricUNET, click on My Approvals, select Originator role. Click [Next].

Find the course you want to Launch and click [Action] in the lower right corner under the proposal title.

Add any comment you want to include (optional).

Click [Submit].

Note: Communication regarding the proposal can go back and forth between you and the Articulation Officer until “Reviewed” action is taken by the Articulation Officer.

Note: If your proposal is not launched within 90 working days after sign off by the Articulation Officer, the proposal will default back to pre-launch and you will have to re-start the approval process.