

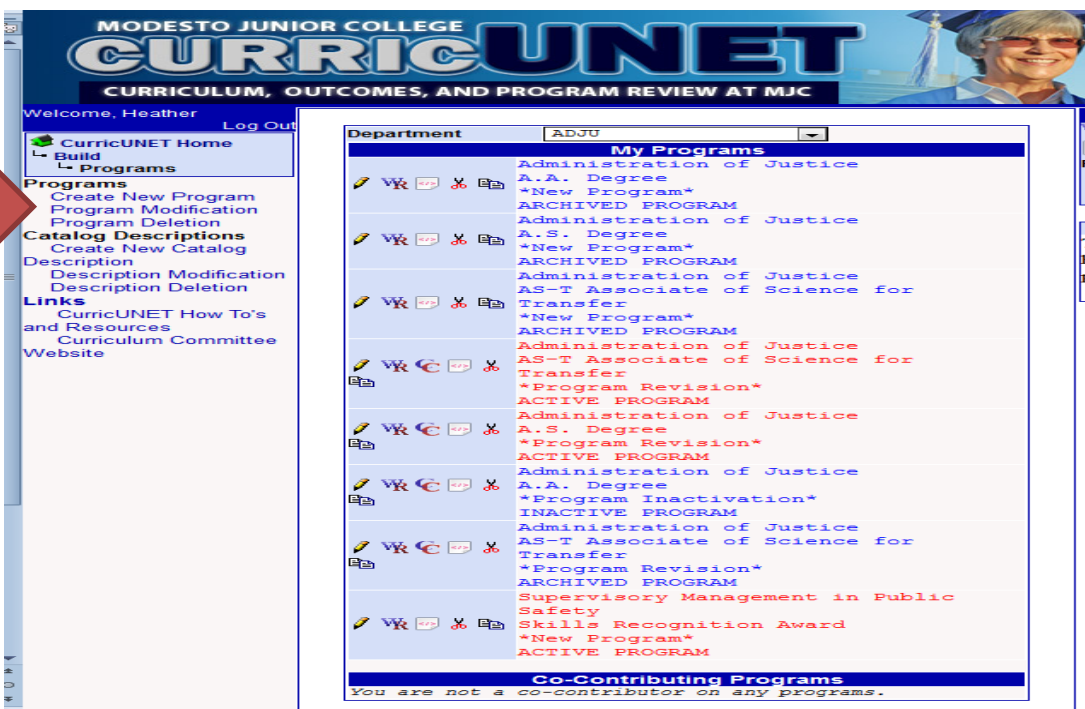
How to Modify/Update a Program in CurricUNET and Launch into the Approval Stream

(Items to Modify: Award Instructions, Required & Elective Courses, Award Footer and Program Learning Outcomes)

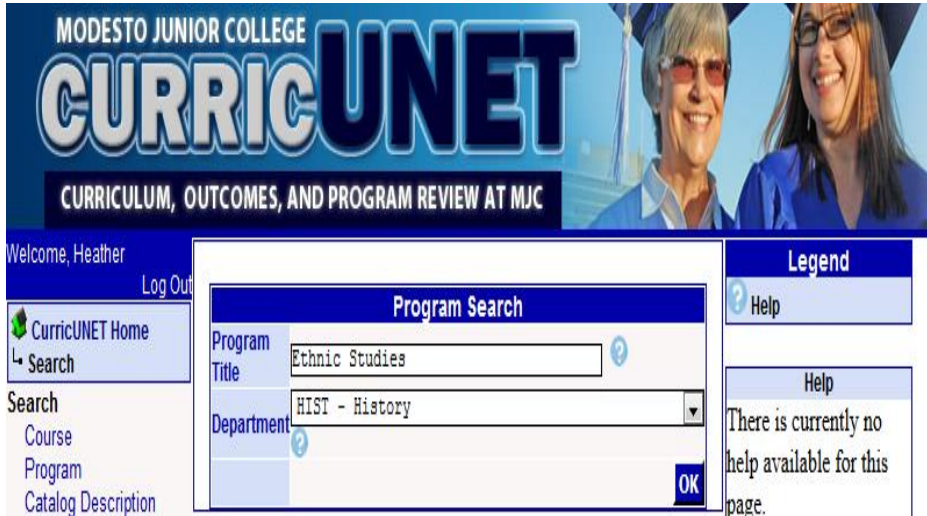
Log-in to CurricUNET and select Program under the Build menu:



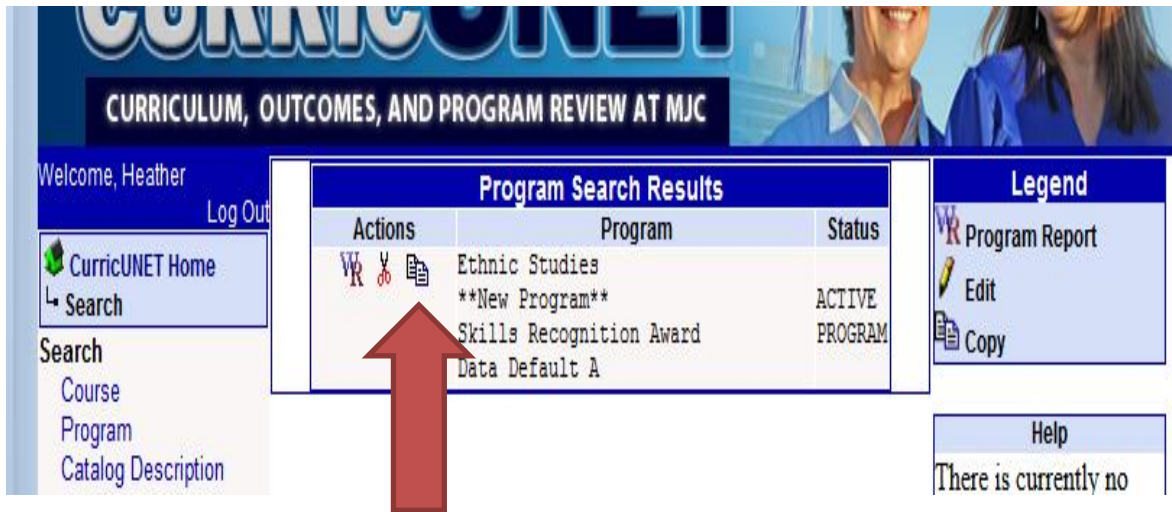
Select Program Modification under the Programs menu:



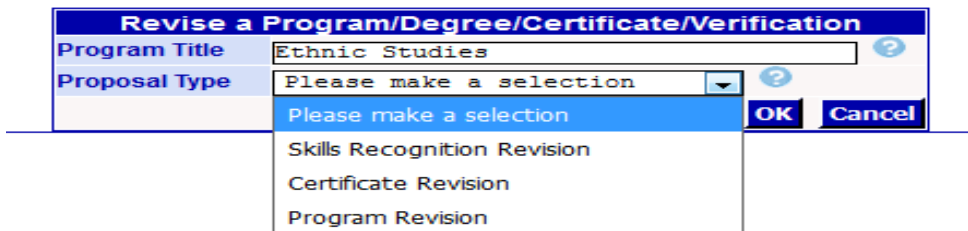
Type in the title of the program and department or just search by department and select OK:



Find the active program in the list and make a program copy by selecting the paper icon:



The system will now ask you to select the proposal type. Select the type and select OK:



The active program will now be copied and a new “awaiting originator action” shell will be available for you to make the program edits. Use the Program Checklist on the right to go into each checklist to make edits:

The screenshot shows the CURRICUNET web application interface. At the top, there is a banner with the text "CURRICUNET CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC". Below the banner, the user is logged in as "Heather". The main content area is titled "Program Construction Main Menu" and displays the following information:

- Program Title: Ethnic Studies
- Co-Contributor(s): There are no Co-Contributors for this program.
- Link: [Add a Co-Contributor](#)

On the right side, there is a "Program Checklist" section. It includes a "Revision*" section with "Main" highlighted in green. Below this, there is a list of checklist items, each with an unchecked checkbox:

- Cover
- Award Instructions
- Required & Elective Courses
- Award Footer
- Program Student Learning Outcomes
- Attach Files
- Codes

A red arrow points to the "Award Instructions" item in the checklist. Below the checklist is a "Help" section with the text "There is currently no help available for this page." and buttons for "Edit" and "More".

You must click on Save and Finish to lock each checklist. You will know that you have done this correctly when you see that the checklist is in green font:

The screenshot shows the "Award Instructions" checklist page. The page title is "Award Instructions" and it includes the following text:

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By Heather Townsend

Award Instructions
Ex: To earn an Associate in Science Degree in this major, the student must complete the requirements detailed in the Career Technical Education Pathway or the University Preparation Pathway which include completion of the requirements below.

To earn a Skills Recognition Award the student must complete the following coursework. Each course must be completed with a grade of C or better.

At the bottom of the page, there are three buttons: "Save", "Finish", and "Cancel". Two red arrows point to the "Save" and "Finish" buttons. On the right side, there is a "Program Checklist" section. It includes a "Revision*" section with "Main" highlighted in green. Below this, there is a list of checklist items, each with an unchecked checkbox:

- Cover
- Award Instructions
- Required & Elective Courses
- Award Footer
- Program Student Learning Outcomes
- Attach Files
- Codes

Below the checklist is a "Legend" section with the following items:

- Spell Check
- Help
- Edit
- Delete
- Move Item Up
- Move Item Down
- Indicates Required Field

At the bottom of the page, there is a "Help" section with the text "There is currently no help available for this page." and buttons for "Edit" and "More".

Award Instructions

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Award Instructions
To earn a Skills Recognition Award the student must complete the following coursework. Each course must be completed with a grade of C or better.

[Edit](#)

Program Checklist

*Skills Recognition

Revision*

Main

- Cover
- Award Instructions**
- Required & Elective Courses
- Award Footer
- Program Student Learning Outcomes
- Attach Files
- Codes

Legend

Spell Check

Help

Edit

Delete

Move Item Up

Move Item Down

* Indicates Required Field

When all checklists have been locked by clicking on Finish, you will then see a Submit button. Click submit to launch the program into the Curriculum Approval stream. The approval stream consists of review by the Curriculum Rep, dean, Technical Review Committee, and Curriculum Committee. After approval the program is sent to the Board of Trustees and Chancellors office for final approval. If the change is substantial, the award is sent to ACCJC for final approval.

MODesto JUNIOR COLLEGE

CURRICUNET

CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC

Welcome, Heather [Log Out](#)

- [CurricUNET Home](#)
- [Build Programs](#)
- [Edit Program](#)
- [Submit](#)
- [Ethnic Studies](#)
- [*Skills Recognition](#)
- [Revision*](#)
- [Townsend, Heather](#)
- Links**
- [CurricUNET How To's and Resources](#)

Please Remember To Save Work Before Navigating Off Of Page.

Program Student Learning Outcomes

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[Unlock](#)

Outcome
1. Understand how race and ethnic relations have been shaped by economic, social, cultural and political realities.
2. Demonstrate familiarity with various methodological approaches to the terrains of race and ethnicity, especially in their relation to identity, inequality, culture and history.

Program Checklist

*Skills Recognition

Revision*

Main

- Cover
- Award Instructions**
- Required & Elective Courses**
- Award Footer**
- Program Student Learning Outcomes**
- Attach Files
- Codes