



San Bernardino  
**Valley College**

# **MODIFYING AND DELETING PROGRAMS**

## Modifying and Deleting Certificates or Degrees

### STEP 1:

- ❖ Log into CurricUNET.
- ❖ Click Program under Search.

#### Search

Program  
Course  
Users  
SLOs

### STEP 2:

- ❖ Choose a status.
- ❖ Choose your discipline.
- ❖ Click OK.

Program Search	
Status	<input checked="" type="radio"/> All
	<input type="radio"/> Active
	<input type="radio"/> Approved
	<input type="radio"/> Cancelled
	<input type="radio"/> Historical
	<input type="radio"/> Launched
	<input type="radio"/> Pending
Program Title	<input type="text"/>
Discipline	ACCT - Accounting

### STEP 3:

- ❖ Find the Program you want to modify/delete and create a copy.

Program Search Results		
Actions	Program	Status
	Accounting **Degree Modification** A.A. Degree Major Janet M. Courts	Active
	Accounting **Certificate Modification** Certificate Janet M. Courts	Active

### STEP 4:

- ❖ Choose the type of modification that will be made.
- ❖ See Page \_\_\_\_ for information on the specific proposal types.

Revise a Program	
Program Title	Accounting
Program Proposal Type	Please make a selection
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

### For Deleting Programs:

- ❖ Choose Certificate or Degree Deletion

## STEP 5:

Work through the Program Checklist until all boxes have a checkmark.

Program Construction Main Menu	
Program Title	TEST
Co-Contributor(s)	There are no Co-Contributors for this program. <a href="#">Add a Co-Contributor</a>

### Program Checklist

\*Degree Modification\*

Main

- ☐ Cover
- ☐ Course Definitions
- ☐ Gainful Employment
- ☐ Attach Files
- ☐ Codes

## STEP 6:

A. Work through the Program Checklist until all boxes have a checkmark.

Program Cover	
Page Last Saved on Monday, Apr 25, 2016 at 10:14 AM By Kay Dee Yarbrough	
Division	Mathematics, Business & Computer Technology
Department	Accounting
Discipline	ACCT Accounting
Program Title	TEST
Award Type	A.A. Degree Major
Proposal Information	
Proposed Start	Year: <input type="text"/> Semester: Spring
Catalog Description of Certificate or Degree	
Write a short paragraph, with complete sentences, as a well-developed overview of topics covered.	
Rationale for modification	Type the rationale for why the modifications will be made.

**Save Finish Cancel**

### Program Checklist

\*Degree Modification\*

Main

- ☐ Cover
- ☐ Course Definitions
- ☐ Gainful Employment
- ☐ Attach Files
- ☐ Codes

### Help

There is currently no help available for this page.

**Edit More**

## **STEP 7:**

- ❖ Once all of the boxes in the Program Checklist have been checked, return to the CurricUNET Homepage.

Program Checklist	
*Degree Modification*	
Main	
<input checked="" type="checkbox"/>	Cover
<input checked="" type="checkbox"/>	Course Definitions
<input checked="" type="checkbox"/>	Gainful Employment
<input checked="" type="checkbox"/>	Attach Files
<input type="checkbox"/>	Codes

## **STEP 8:**

- A.** To complete this Modification or Deletion, follow instructions in the section on how to Submit a Program.