



MODIFYING OR DELETING COURSES

Modifying and Deleting Courses

STEP 1:

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

Search


Program
Course
Users
SLOs













STEP 2:

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

Course Search	
Status	<input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Approved <input type="radio"/> Historical <input type="radio"/> Launched <input type="radio"/> Pending <input type="radio"/> Re-Launched <input type="button" value="?"/>
Discipline	-All- <input type="button" value="?"/>
Course Number	<input type="text"/> <input type="button" value="?"/>
Course Title	<input type="text"/> <input type="button" value="?"/>

STEP 3:

- ❖ Find the course you want to modify or delete and create a copy. 

Course Search Results	
Actions	Discipline Course Number Title
   	ACAD 001 Strategies for College Success *Active* **Modification: Type A With Distance Education** Patricia A. Wall
   	ACAD 010 Tutor Training *Active* **Modification: Type A With Distance Education** Patricia A. Wall
   	ACAD 600FX4 Supervised Tutoring - Mathematics, Business & Computer Technology *Pending* **New Course** Henry Hua

STEP 4:

- ❖ Choose the type of modification that will be made.
- ❖ See Course Proposal Section for information on the specific proposal types.

Course Update	
Course	ACAD 001 Strategies for College Success *Active* **Modification: Type A With Distance Education** Patricia A. Wall
Proposal Type	--Please select-- ?
Next Cancel	

For Deleting Courses:

- ❖ Choose Course Deletion

STEP 5:

- ❖ Type the rationale for the modification.

Course Update	
Course	ACAD 001 Strategies for College Success *Active* **Modification: Type A With Distance Education** Patricia A. Wall
Proposal Type	Modification: Type A With Distance Education
Rationale	Type Rationale for modification here.

For Deleting Courses:

- ❖ Type the rationale for deleting this course.

STEP 6:

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

Course Construction Main Menu	
Course Number	001
Course Title	Strategies for College Success
Short Title	Strategies for College Success
Co-Contributor(s)	There are no Co-Contributors for this course. Add a Co-Contributor

Course Checklist
Main
<input type="checkbox"/> Cover
<input type="checkbox"/> Units/Hours
<input type="checkbox"/> Course Objectives
<input type="checkbox"/> Course Content
<input type="checkbox"/> Methods of Instruction
<input type="checkbox"/> Out of Class Assignments
<input type="checkbox"/> Methods of Evaluation
<input type="checkbox"/> Distributed Education
<input type="checkbox"/> Contact Types
<input type="checkbox"/> EQUATE
<input type="checkbox"/> Resources
<input type="checkbox"/> Other Supplies
<input type="checkbox"/> Requisites
<input type="checkbox"/> Requisite Analysis
<input type="checkbox"/> General Ed
<input type="checkbox"/> Attached Files
<input type="checkbox"/> Codes/Dates

STEP 7: Course Checklist

- ❖ For specific details pertaining to the Course Checklist, please see section on launching a new course.

- ❖ Once all of the boxes in the Course Checklist have been checked, click Submit.

Submit

Course Checklist

Main

- ☒ Cover
- ☒ Units/Hours
- ☒ Course Objectives
- ☒ Course Content
- ☒ Methods of Instruction
- ☒ Out of Class

Assignments

- ☒ Methods of Evaluation
- ☒ Distributed Education
- ☒ Contact Types
- ☒ EQUATE
- ☒ Resources
- ☒ Other Supplies
- ☒ Requisites
- ☒ Requisite Analysis
- ☒ General Ed
- ☒ Attached Files
- ☒ Codes/Dates

STEP 8:

To complete this Modification or Deletion, follow instructions in the Launching Course Proposals Section.