



San Bernardino  
**Valley College**

# CREATING A NEW PROGRAM

## Creating a New Certificate or Degree

### STEP 1:

- ❖ After logging into CurricUNET, click on the **Programs** link under **Build**.

#### Build

Articulation  
Courses  
Programs  
Packages

- ❖ Click on **Create New Program or Degree** on the left hand side of the page.

#### Programs

Create New Program or Degree  
Programs Update

Create a New Program	
Program Proposal Type	<input type="radio"/> New Degree <input type="radio"/> New Certificate ?
Award Type	<input type="text"/> ?
Program Title	<input type="text"/> ?
Discipline	<input type="text" value="Please make a selection"/> ?
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

### STEP 2:

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

\*New Degree\*









Main

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

## STEP 3: Cover

Program Cover	
Division	Mathematics, Business & Computer Technology
Department	Accounting
Discipline	ACCT Accounting ▼
Program Title	TEST ?
Award Type	A.A. Degree Major ▼ ?
Proposal Information	
Proposed Start	Year: 2016 ? Semester: Spring ▼ ?
Catalog Description of Certificate or Degree	
<p>Write a short paragraph, with complete sentences, as a well-developed overview of topics covered.  </p>	

?

Describe the need for this new program		
In what ways do the existing college degrees/certificates fail to meet student needs?		 
What other community colleges in the area are currently offering this program? Attach copies of any catalog pages found.		 
What other programs closely related to the proposed program are currently offered by SBVC?		 
What is the enrollment projection for the proposed program? Upon what data do you base your projection?		 
<div>Save Finish Cancel</div>		

## STEP 4: Description

Program Description	
Expected Timeline	<div></div> <div>?</div> <div>abc</div>
Transferability - (Check ASSIST) <a href="#">ASSIST</a>	<div></div> <div>?</div> <div>abc</div>
Sequencing - Is course sequencing clear?	<div></div> <div>?</div> <div>abc</div>
Do the recommended electives contribute to the goals of the major?	Yes: <input type="radio"/> No: <input checked="" type="radio"/>
TOPS Code	<div>- none -</div> <div>?</div>
<div>Save Finish Cancel</div>	

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### Help

The information on this page is for a new certificate or degree. Please click on the question mark to find directions for each field.

[Edit](#) [More](#)

## STEP 5: Course Definitions

Course Block Definitions	
Header	
<div></div>	
<div> <div>?</div> <div>abc</div> </div>	
Program Block Definitions *	
<div></div>	
<div> <div>?</div> <div>abc</div> </div>	
Footer	
<div></div>	
<div> <div>?</div> <div>abc</div> </div>	
Default (All Units Calculated): <input checked="" type="radio"/> Units (Specify Unit Range): <input type="radio"/>	
Unit Range Courses: 0 <input type="text"/> to 0 <input type="text"/> <div>?</div>	
<b>Add</b>	
<b>Finish</b> <b>Cancel</b>	
<b>Edit</b>	<b>Definition</b>
<b>Add Courses</b>	

**Program Checklist**  
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**Legend**  
 Spell Check  
 ? Help  
 Edit  
 Remove/Delete  
 Move Item Up  
 Move Item Down  
 \* Indicates Required Field

**Help**  
 For required course units, select "Default (All Units Calculated)".  
 For recommended course units, select "Units (Specify Unit Range)" and under "Unit Range Courses" keep the values at zero.

**Edit** **More**

## STEP 6: Gainful Employment

Gainful Employment
Is the certificate or degree you propose a Gainful Employment Program? Gainful Employment <input type="radio"/> Yes Gainful Employment <input checked="" type="radio"/> No <div>?</div>
Any educational program that leads to a *certificate* or other *non-degree* *credential* awarded by a public or private non-profit institution, *regardless of the length of the program*, is a GE Program.

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## STEP 7: Attached Files

Attached File Upload	
Title	<input type="text"/> ?
File	<input type="button" value="Choose File"/> No file chosen ?
<input type="button" value="Add"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/>	
Attached Files	

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## STEP 8: Codes

Program Codes	
Entry of Special Dates	
Chancellors Office Approval	<input type="text"/> (mm/dd/yyyy) ?
Board of Trustees	<input type="text"/> (mm/dd/yyyy) ?
Effective Date	<input type="text"/> (mm/dd/yyyy) ?
Archived Date	<input type="text"/> (mm/dd/yyyy) ?
Curriculum Approval	<input type="text"/> (mm/dd/yyyy) ?
Instructional Services	
Program Code	<input type="text"/> ?
Start Date	Term: <input type="text" value="Spring"/> Year: <input type="text" value="2016"/> ?
TOP Code	<input type="text" value="None"/> ?
Originator	<input type="text" value="Yarbrough, Kay Dee"/> ?
Origination Date	<input type="text"/> (mm/dd/yyyy) ?
Comments	<div><div></div></div> ?
Proposal Type	<input type="text" value="116 New Degree"/> ?
Parent Program	--Please select if Modify or Delete ?
Program Identification Number	<input type="text"/> ?
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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### Legend

Spell Check

? Help

### Help

There is currently no help available for this page.

- ❖ Once you have save and finished this section, click the submit button on the left hand side of the page.