



# CurricUNET

## FAQs

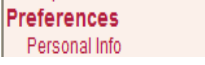
### Q: How do I log into CurricUNET?

A: Go to <http://www.curricunet.com/palomar> then log in by entering your user name (first initial of first name + complete last name using all lower case). Then type in the password. Please note that the password is case sensitive. User name and password are assigned by the Office of Instructional Services.

### Q: I've never used CurricUNET before; what do I do?

A: You must first have a User Name and Password to log in. If one has not been created for you contact the Office of Instructional Services at extension 2256 or 2248. Also, see "How do I log into CurricUNET" above.

### Q: How do I change my password?


A: Change your password after logging into CurricUNET for the first time. This can be done by navigating to Personal Info below Preferences  from the CurricUNET Main Menu. If you have lost or forgotten your user name or password, call Instructional Services at ext. 2256 or 2248.

### Q: How do I start a course or program proposal?

A: Select either Courses or Programs directly below the [Create/Edit Proposal](#) located in the left margin of the Home page.

If you intend to create a new course, select [Create New Course](#); if you intend to create a new program, select [Create New Program](#)



If you intend to make a change to an existing course select [Update Course](#); if you intend to make a change to an existing program, select [Programs Update](#). The next page is a search page, and it is recommended that the search be made using the status of "Active". A discipline needs to be selected for both courses and programs. If the course catalog number is known, on the course search, you may enter the catalog number to narrow the search list; otherwise, a list of all courses in that discipline will be displayed.

For both courses and programs, a copy icon, , will be displayed in the search list. Click on the copy icon; then select the appropriate proposal type; then select the “Next” button. If a copy icon does not exist, that indicates a proposal has already been created for that course or program.

The next page will prompt the user to enter a rationale for this proposal. It is important that concise information about what is being changed and why be entered into the textbox. When completed, select the “OK” button. The proposal is successfully created and you may begin updating the curriculum information for this proposal.

Note: The current “active” course or program still exists in CurricUNET; the proposal being worked on is simply a “copy” until it has been completely through the approval process. Once it has been officially approved, it will become the “active” proposal and the original curriculum will be coded “historical.”

### **Q: How do I make changes to my proposals?**

A: Prior to launch: Click on Course Proposal or Program Proposal which is located below **Create/Edit Proposal** on the home page. Click on the pencil  next to the course or program you want to edit that is marked as “pending”. You will now be able to access all of the pages under the ‘Course/Program Checklist’ located on the right hand side of the page. Once you have selected a page from that list, select the [Edit]  icon.

After Launch: Proposals can only be edited when an action of “Recommend Changes” has been placed on the proposal. In this case, the originator (and any co-contributors) will have access to go in and edit the proposal. When the required changes have been made by the originator, the proposal will need to be launched again.

### **Q: Why isn’t my proposal moving through the approval process?**


A: There are a couple of reasons why your proposal may not be moving forward in the approval process.

\* The proposal may have been completely signed off in the pre-launch phase and is waiting, in the approval process, for the faculty originator to take the action of “Launch.”

\* The proposal may be on hold for corrections or additional information that is required.

Please note that each level of review or approval has ten working days in which to take action on a proposal. Check the status of the proposal to read the comments, see what step the proposal is currently on and if there have been any requests that you need to address.

**Q: How do I pre-launch or launch my proposal?**

A: When a proposal is 100% completed, an “Audit” button is displayed in the left column of the page; click on the Audit button . The CurricUNET Program will internally audit the proposal to make sure it is complete. If the proposal is complete you will be directed to click on ‘My Approvals’.



Select the role of ‘Originator’ from the drop down arrow  and then select the ‘Next’ button.

The proposal you intend to pre-launch or launch will appear under the appropriate heading “Courses”, “Programs” or “Packages.” Select the Action button of the proposal for which you want moved into the Approval Process.


The next page includes a “Comments” box; please type in a detailed explanation of why this proposal was created and/or what was changed. Select the appropriate “Action” (Launch or Pre-Launch). Select the Save button when the page is completed; the proposal is sent into the approval process.

**Q: How can I find out where my proposal is in the approval process?**

A: From the CurricUNET Home Page under the ‘Track’ heading, select ‘My Proposals’.

 Proposals are broken down into courses, programs and packages. A list of any proposals you have pre-launched or launched will display. Select ‘Check Status’  for the proposal for which you want to check. When the page refreshes, a list of all actions taken will display. Any comments added during the approval process will display and pending actions will also be listed. To see the approval flow chart, select the “visual’ button.

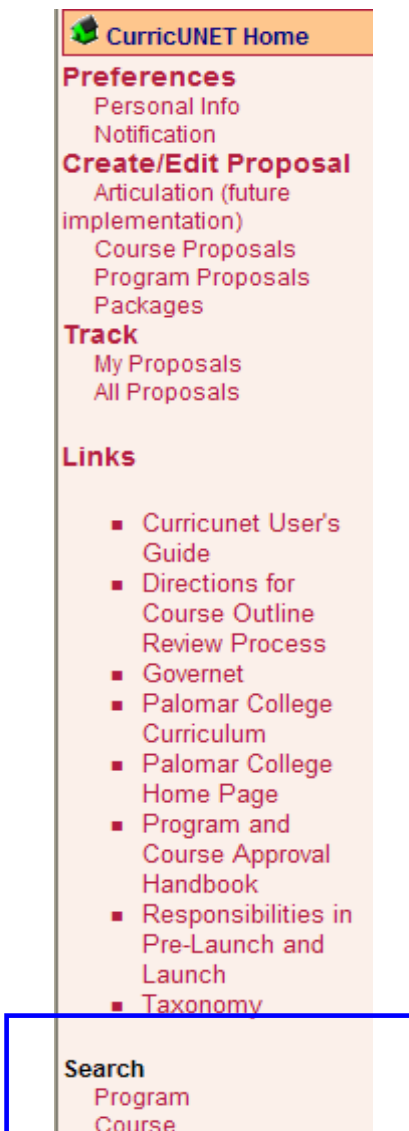
**Q: What does “Audit” mean?**

A: Selecting the “Audit”  button causes the proposal to be internally checked by the CurricUNET program to make sure all areas of the proposal have been completed. If the proposal is complete, directions to pre-launch the proposal will appear. If the proposal is incomplete, a notification of which pages or areas require completion will appear.

**Q: Do I have to log into CurricUNET to obtain a course outline or program degree report?**

A: No, anyone can access these reports from CurricUNET by going to <http://www.curricunet.com/palomar>.

Below the “**Search**” heading select “Program” or “Course,” this will then display the course or program search page.



**CurricUNET Home**

**Preferences**  
Personal Info  
Notification

**Create/Edit Proposal**  
Articulation (future implementation)  
Course Proposals  
Program Proposals  
Packages





**Track**  
My Proposals  
All Proposals

**Links**

- Curricunet User's Guide
- Directions for Course Outline Review Process
- Governet
- Palomar College Curriculum
- Palomar College Home Page
- Program and Course Approval Handbook
- Responsibilities in Pre-Launch and Launch
- Taxonomy

**Search**  
Program  
Course








On the search page, enter the desired criteria for the course outline or program report. Selecting the “Active” status will return just current or active course outlines or certificate/degree program reports.


Course Search	
Status	<input type="radio"/> All <input checked="" type="radio"/> Active <input type="radio"/> Approved <input type="radio"/> Historical <input type="radio"/> Launched <input type="radio"/> Pending 
Discipline	<input type="text" value="-All-"/> 
Course Number	<input type="text"/> 
Course Title	<input type="text"/>  <input type="checkbox"/> include long title search
<input type="button" value="OK"/>	

**Program search:**

Program Title – If this search criterion is used, the title must be typed precisely as found in CurricUNET. The box “include long title search” will also need to be selected. It is not common practice to include the title in a search.

Discipline – click the drop down arrow and select the discipline for which a program is requested.

Program Search Results		
Actions	Program	Status
	Three-Dimensional Arts-Ceramics Steve Thyberg	Active
	Three-Dimensional Arts-Crafts Steve Thyberg	Active
	Three-Dimensional Arts-Glass Steve Thyberg	Active
	Three-Dimensional Arts - Jewelry and Metalsmithing Steve Thyberg	Active
	Pictorial Arts-Painting Steve Thyberg	Active
	Pictorial Arts-Printmaking Steve Thyberg	Active
	Three-Dimensional Arts-Sculpture Steve Thyberg	Active

From the Program Search Results click on the  icon which will display the certificate/degree program report.

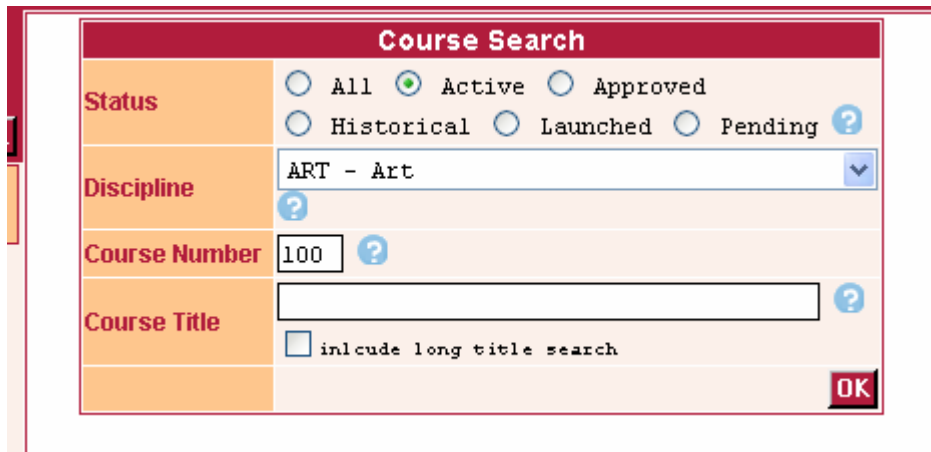
**Course search:**

Discipline – click the drop down arrow and select the discipline for which a course outline is requested.

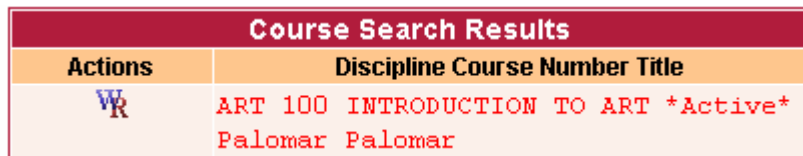
Course Number – Type in the Course Number for which a course outline is requested. The Course Number is not required; however, if left blank a list of all courses in the discipline selected will be listed.


Course Title – If this search criterion is used the title must be typed precisely as the title found in CurricUNET. The box “include long title search” will also need to be selected. It is not common practice to include the title in a search.

Once the desired course is found, click on the  icon which will display the Course Outline.



Course Search	
Status	<input type="radio"/> All <input checked="" type="radio"/> Active <input type="radio"/> Approved <input type="radio"/> Historical <input type="radio"/> Launched <input type="radio"/> Pending ?
Discipline	ART - Art ?
Course Number	100 ?
Course Title	<input type="text"/> ?
	<input type="checkbox"/> include long title search
	<b>OK</b>



Course Search Results			
Actions	Discipline	Course Number	Title
	ART 100	INTRODUCTION TO ART	*Active* Palomar Palomar

**Q: What does the “finish” button mean and must I use it?**

A: When the faculty originator has completed a page for a course or program proposal, the finish button must be selected. When the finish button is selected, that page in the Checklist will display with a checkmark and in green font. All required pages in a Checklist MUST display as “finished” before the Audit button will be displayed. The pages display as “finished” on the checklist to serve as a guide to the faculty originator to know which pages remain to be completed on the proposal.