HOW TO UPDATE OR MODIFY AN EXISTING COURSE IN CURRICUNET

1. Log onto Curricunet (the curriculum side, NOT the PSR side of Curricunet): www.curricunet.com/chaffey
2. Log on: first initial + last name
3. Password: changeme (unless you changed it!)
4. Under “BUILD” click on Courses

5. On the next window, in approximately the same location on the left side of the screen, click on the word “MODIFY.”

6. Now, use the drop down menu to select your discipline, and then enter the course number into the space provided, and click “ok.”
7. On this next screen, find the RED (active) version of your course and click on the little paper icon.

8. On the next screen, you will see a drop down menu from Which to select the type of proposal you are making to your course. In most cases, even though you may be making a slight modification to your course, you will click on the “MAJOR MODIFICATION” choice.

9. The next screen will give you a blank box in which to type the rationale for this modification. Sometimes we modify our courses to align with a C-ID descriptor for an ADT degree. Sometimes we modify a course to change the title or acronym on the course. Sometimes we modify to update textbooks. Feel free to include as little or as much information in this rationale box. This rationale should reflect faculty dialogue within the department. Additionally, this rationale should reflect issues of student access, enrollment and scheduling, and should be in line with the college’s mission statement. Click “OK” when you have finished your rationale.

10. On this next screen you will see a “Course Checklist” in the upper right corner. Click through the links in the course checklist. The goal here is to turn these links from blue to green upon completion of each page in this course checklist. Remember to SAVE and FINISH when done with each page from this checklist.

If you want to make a modification to:
- **Course title**, go to Consultation/Description
- **Course acronym**, go to Consultation/Description. Please make sure that the new acronym has been loaded into Curricunet before you start this process. Consult with the Curriculum Office for advice.
- **Course description** in the catalog or schedule, go to Consultation/Description
- **Course configuration** (i.e., from lecture to lecture/lab) go to Units/Hours (sometimes these types of modifications require a new course proposal – please consult the Curriculum Office for advice).
• **Course units** – this requires a NEW COURSE proposal, NOT a course modification – start over and follow the directions for How to Create a New Course in Curricunet.

• **Course pre-requisites, co-requisites and advisories**, go to Requisites. Remember to complete the Content Review area in this section please!

• **To add, modify or delete course content**, go to CONTENT page. Remember if you course has any portion of units assigned to a lab, the LAB CONTENT area must be filled in.

• **Student Learning Outcomes or entering assessment data** – YOU SHOULD NOT BE HERE! SLO statements and data are added through the course SEARCH feature lower down the left portion of the screen. These additions do not require curriculum committee action and should not be launched as modifications of any type.

• **Textbooks**, go to Resources

• **Comparable Courses**, go to Comparable Courses. Please remember that comparable courses must come from the first 2 years (freshmen or sophomore) **at a four year institution NOT ANOTHER COMMUNITY COLLEGE**.

• **For changes to TOP Codes or SAM codes**, please contact the Curriculum Office.

For changes to programs and certificates, please see the directions How to Make Modifications to an Existing Program/Certificate in Curricunet.

11. Upon completing these pages, you should see the “AUDIT” button on the left column of the screen. Advance yourself through this audit process – clicking through 3 screens until you get to a screen with a drop-down menu that says “pre-launch.” Please click on this pre-launch button and this proposal will enter the Curricunet queue.

12. Once the curriculum committee starts the review process for your course, you will periodically receive automated messages from Curricunet, instructing you to go back into your proposal and make requested changes. Log yourself into Curricunet and down the left side of the homepage, click on

Thank you for your curriculum oversight!