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Log-On to CurricUNET:
Access the Lone Star College page at [www.curricunet.com/lonestar](http://www.curricunet.com/lonestar)

In the upper left corner of the page:
**User Name:** Your user name is your name as it appears in your email address.

   Example: Email address is [Jennifer.M.Lopez@Lonestar.edu](mailto:Jennifer.M.Lopez@Lonestar.edu)

   The user name is [Jennifer.M.Lopez](mailto:Jennifer.M.Lopez) and is case sensitive.

**Password:** Default password is changeme. This is a generic preset password for all users. It is intended to remind you to change your personal password the first time you use the system.

Click **OK**.

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**Change Your Password**

The first time you log-on, you should change your password. On the left-hand column of the home page and under **Prefs**, click on the **Personal Information**.

A page with your personal information will appear. Review your personal information and make any corrections. Choose the Password field and enter a new personal password. Passwords must be at least four characters, can be upper and/or lower case, and can include either alpha and/or numeric characters. Confirm the password in the Password Confirm. Click **OK** at the bottom right of the Personal Information box.

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Click on the **CurricUNET Home** link in the upper left-hand corner to return to the home page.

Your password is permanent unless you choose to change it. If you forget your user name or password, contact [Marie.Thibodeaux@Lonestar.edu](mailto:Marie.Thibodeaux@Lonestar.edu) or [Christina.C.Todd@Lonestar.edu](mailto:Christina.C.Todd@Lonestar.edu).
Create a New Course

At the CurricUNET home page and in the left-hand column, click on Courses under the Build menu.

At the next screen, click on Create Course.

The Create New Course screen to the left will appear.

Choose the Prefix from the drop-down list and then enter a Course Number. (Remember, you will be able to create courses only in your discipline.)

Enter the Course Title. (For WECM courses, use the exact WECM title.)

Enter the Catalog Description. (For WECM courses, use the exact WECM description. Additional information can be added at the end of the WECM description.)

Enter the Justification for adding the course. Include the awards it will be part of. (Remember, you will also need to update existing award outline(s) to include this course. See page 27 to modify a program.)

Select the Proposal Type from the drop-down menu.

Click OK.
You will then be taken to the **Course Construction Main Menu** below. The information you just entered will automatically populate.

### Adding a Co-Contributor

<table>
<thead>
<tr>
<th>Course Construction Main Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Number</strong></td>
</tr>
<tr>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td><strong>Short Title</strong></td>
</tr>
<tr>
<td><strong>Co-Contributor(s)</strong></td>
</tr>
</tbody>
</table>

You will see a link in the middle of the page titled **Add a Co-Contributor**. Adding a Co-Contributor allows other faculty to work on the same course outline. This is not required but is an option.

If you want one or more of your colleagues to help build or edit your course, click on **Add a Co-Contributor** and you will be taken to the screen below.

A drop-down list of names will appear. These individuals have access to CurricUNET. You may add as many names as you want, but select only one at a time.

If you do not see your colleague listed, contact Marie.Thibodeaux@LoneStar.edu or Christina.C.Todd@LoneStar.edu with the individual’s name, title, reason they need access and length of time for their temporary access.

If you would like your colleague to have access to the entire proposal, click **Check All**. If you would like to restrict the areas he/she has access to, check off only the areas that apply and click **OK**. Repeat the process to add additional co-contributors.
Course Checklist
The Course Construction Main Menu will appear. The Course Checklist (column on the right-hand side of the screen) is a list of links that allows you to navigate easily within the sections of the course you are creating. Each link represents a page of your proposal. You will continue creating your course using the Course Checklist. We suggest that you complete the items in the order they are presented in the list. As each item on the checklist is finished, a check mark will appear in the box next to the completed item.

Things to remember as you are entering the course data:

- Always click SAVE and FINISH at the bottom of each work page before moving on to another item in the checklist.

- SAVE retains the information you entered, but keeps the page open for additional information. SAVE often because the system does not save information automatically when you leave a page.

- FINISH saves the information and locks the page to show it is complete. You can still go back later and make changes if needed.

- The system will not allow you to FINISH until you have entered all required data. If you attempt to FINISH with incomplete data, the system will warn you.

- CANCEL erases all the data you entered and sends you back to the blank page.

- UNLOCK will allow you to make changes to a page after you have clicked on FINISH.

- The “?” icon indicates a help field. Click on the icon for more information about that field.

- Most pages have “page help” fields on the lower right side of the screen with directions on completing the page.
Cover
Click on **Cover** in the **Course Checklist** and the screen below will appear. All information you previously entered regarding the **Prefix, Course Number, Course Title**, the **Catalog Course Description** and **Justification** will populate in the correct data fields. You will need to enter the **Transcript Title, Course Schedule Title**, the **Year** and **Semester** you propose to offer this course for the first time, **Course Type, Colleges That Will Offer** the course, etc. Answer the questions about offering the **Course Online** or at a **Satellite Center**, and if **Instructor Consent** is required to register. When you are finished entering this information, click **Save** to complete page. If the page is complete, click **Finish**. Select another item from the **Course Checklist**.
On the **Units/Hours** page, you will specify course information such as the **Credit Hours, Weekly Lecture/Lab/External Hours, and Repeatability**.

**Total Semester Contact Hours** will automatically populate once the fields for weekly hours are completed. When you are finished entering information, click **Save** to complete page. If the page is complete, click **Finish** and select another item from the **Course Checklist**.

On the **Methods of Instruction** page, you will specify the methods of instruction to be used for this course.

You may leave the **Opt Heading** field blank.

Check off all applicable **Methods of Instruction** on the list.

When you are finished entering the information, click **Save** to complete page. If the page is complete, click **Finish** and select another item from the **Course Checklist**.
Frequent Requisites

Use this page to add frequently used prerequisites or corequisites, such as developmental reading and writing courses or departmental approval.

Select the appropriate prerequisite or corequisite, if applicable. After making your selection(s), click Save. If the page is complete, click Finish and select another item from the Course Checklist.

Note: For discipline specific prerequisites and corequisites, use the Requisites screen.

Requisites

The Requisite page is used to identify discipline specific prerequisites or corequisites. Select the appropriate requisite from the drop-down menu and click on Add.
If you select **Prerequisite**, the screen to the left will appear.

Choose the prerequisite course from the **Course# and Title** drop-down menu.

Enter the **Minimum Grade** only if a grade of “C” or higher is required in the prerequisite course.

Use the **Condition** drop-down if another course is an option to meet the prerequisite (Example: COSC 1401 or ITSC 1401).

Click on **Add**. If using an “or” option, enter the other course option next.

NOTE: Rather than selecting a course in this screen, you may enter a requisite that is a **Non Course Requirement** (example: Admission to the Nursing Program). Use the **Comment or Non Course Requirement** field to enter the appropriate text and click **Add**.

Continue this process until all requisites are added. A list will form at the bottom of the screen. Click **Finish** when all requisites have been added and select another item on the **Course Checklist**.
Learning Outcomes/Competencies

Use this page to add learning outcomes. Do not number the outcomes. This will occur automatically.

In the Add Outcome text box, enter your first outcome and click Add.

For workforce courses, the outcomes listed in the WECM must be used. Additional locally developed outcomes may be added.

Continue this process until all outcomes are added and then click Finish.

It is not required that the SCANS Competencies be entered at the time you submit a new course. This can be done later. If you choose to enter them later, and if all other screens have been completed, skip this section and refer to Finishing the Course Proposal on page 14 of this handbook for the next steps.

SCANS competencies should be entered each time course outcomes are changed for existing courses.

If this is a WECM course and the SCANS Competencies have been identified, you will use the SCANS Competencies screen to add them. Click on SCANS Competencies in the Course Checklist. The learning outcomes entered in the previous Student Learning Outcomes screen will populate in a drop-down menu in the SCANS Competencies screen. Select an outcome from the Learning Outcome drop-down menu, and then select the General Education Outcome Category.
Check the appropriate **General Education Outcome(s)** that are applicable to the outcome selected and click on **Add**. You can use the drop-down menu again to select another **General Outcome Category** outcome(s) and repeat this process until all SCANS are entered for the learning outcome.

When you have finished selecting the SCANS for the first learning outcome, use the drop-down menu to select the next learning outcome and repeat this process from the previous page. When you are finished adding SCANS for each outcome, click on **Finish**.
Core Compliance and Exemplary Objectives in Core Compliance
Skip this section if you are submitting a WECM course and refer to Finishing the Course Proposal on the following page for the next steps.

If this is an ACGM course, you will see Core Compliance and Exemplary Objectives in Core Compliance in the Course Checklist. DO NOT complete these screens at this time. These screens will be utilized when data is uploaded later. Contact Christina.C.Todd@LoneStar.edu or Linda.R.Luehrswolfe@LoneStar.edu if you need information about how to submit a course for the core. This is not currently done through CurricUNET.
Finishing the Course Proposal

When you have finished all required items on the Course Checklist, click on the Submit button to begin the process of entering the proposal to the workflow.

If your proposal is incomplete, you will be instructed to return to the Course Checklist and enter any missing data.

After clicking the Submit button, you will be asked if you are sure you want to submit. Respond by clicking OK. At the next screen that populates, click on the link for My Approvals and follow the instructions below to add the proposal to the workflow.

My Approvals for Proposal Originators (to enter the proposal to the workflow)

In the My Approvals (Approval Process) screen, use the drop-down menu to select your role and click on Next.
The proposal will populate in the next screen. Click **Action** in the field next to the proposal.

In the next screen, you may enter comments about the proposal in the **Comments** text box. Comments become a permanent part of the proposal and can be viewed by everyone who has access to the system. Use the drop-down menu and select **Launch** and click on **Save**. Your proposal will now enter the workflow for review and approval.
Modify/Revise an Existing Course

At the home page and under **Build**, click on **Courses** in the column on the left side.

At the next screen, click on **Course Modification**.

Clicking on the **Course Modification** link will bring you to the **Course Search** screen. The **Course Search** screen allows you to choose the course you want to modify. Choose the **Discipline** from the drop-down list. Click **OK**.
You will be taken to the **Course Search Results** screen. Choose the course you are modifying by clicking the (_Copy) icon to the left of the course number and title. This makes a copy of the existing course so that you can make changes to it without altering the original.

You will see the **Course Update** screen. Select **Modify Course Proposal** from the Proposal Type drop-down list. Enter the **Rationale** for modifying the course in the field that populates then click on OK.

Note: The original version of the course will remain active until your revision is approved. The approved revision will take effect on the proposed start date.
You will then be taken to the Course Construction Main Menu where you will use the Course Checklist (the right-hand column) to revise the course. Each link in the checklist represents a page of the proposal. Begin with the Cover page and enter the Proposed Year and Semester for the revision. For information regarding the Course Checklist, review pages 6-13 of this handbook. After the revisions are entered, refer to Finishing the Course Proposal and My Approvals for Proposal Originators sections beginning on page 14 of this handbook for instructions on how to put your proposal in the workflow for review and approval.
Deactivate a Course

To deactivate a course in the inventory, follow the directions to Modify/Revise an Existing Course beginning on page 16 of this handbook. When you get to the Course Update screen, select Course Deletion as the proposal type and enter the Rationale in the field that will populate. Click OK.

In the Course Checklist, click on Cover.

Enter the effective year and semester of the deactivation in the Proposed Start fields. Click Save and then click Finish. Click Submit in the left side of the screen. See My Approvals for Proposal Originators beginning on page 14 of this handbook and follow the directions to enter the proposal to the workflow for review and approval.
Create A New Program

In the left column of the main page and under **Build**, click on **Programs**.

At the next screen, click on **Create New Program**. Remember, you will be able to create programs only in your discipline.

Clicking on the **Create New Program** link will bring you to the **Create a New Program** entry screen.

Next, choose the **Department** from the drop-down list. Enter a **Program Title** (name of the award as it should appear in the catalog—example: Aviation Management). Choose the **Award Type** from the drop-down list and click **Save**.
You will be taken to the Program Construction Main Menu shown below.

Adding a Co-Contributor

The Program Title you just entered will populate as well as a link to Add a Co-Contributor. Adding a Co-Contributor allows several faculty to work on the same award. If you want one or more of your colleagues to work on your program, click on Add a Co-Contributor. You may add as many names as you want, but select only one at a time. If you would like a colleague to have access to the entire proposal, select Check All. If you would like to restrict the areas he/she has access to, check off only the areas that apply to them and click OK. Repeat the process to add additional co-contributors.

Degree/Certificate Checklist

You will continue creating the program using the Degree/Certificate Checklist (column on the right-hand side of the screen).

The Degree/Certificate Checklist is a list of links that allows you to navigate through the sections of the program proposal. We recommend that the Degree/Certificate Checklist items be completed in the order they are listed. As each item on the checklist is finished, a check mark will appear in the box next to the completed item.

Things to remember when entering a new program:

- Always click SAVE and FINISH (at the bottom of each work page) before moving on to another screen.
- SAVE retains the information you entered but keeps the page open for additional information. SAVE often because the system does not save automatically when leaving a page.
- FINISH saves the information and locks the page for editing to show it is complete. You can still go back later and make changes if needed.
- The system will not allow you to FINISH until you have entered all required data. If you attempt to FINISH with incomplete data, the system will warn you.
- CANCEL erases all the data you entered and sends you back to the blank page.
- UNLOCK will allow you to make changes to a page after you have clicked on FINISH.
- “?” icon indicates a help field. Click on the icon for more information about that field.
- Most pages have “page help” fields on the lower right side of the screen with directions on completing the page.
Click on Cover in the Degree/Certificate Checklist. Most of the specific information about the program is entered in this screen. Data that you have already entered will automatically populate.

Select the appropriate Type of Program, Colleges to Offer and CIP Code.

Answer “Yes” or “No” to each question listed.

Enter the Proposed Start Year and Semester.

Enter the Justification for the Proposal.

Click Save. When the page is complete, click Finish.
Description

Click on Description in the Degree/Certificate Checklist. Enter the program description as it should appear in the catalog. If the program description is not written when you submit the proposal, enter one or two sentences about the program. There will be opportunities to revise this during the catalog review period. Click Save. When the page is complete, click Finish. Select the next item on the Degree/Certificate Checklist.

Program Outcomes – The Program Outcomes is the next item on the Checklist. This screen does not need to be completed. You may leave the fields blank.

Course Block Definitions

Click on Course Block Definitions in the Degree/Certificate Checklist. This screen will be used to create the award outline.

Begin by creating Course Block Definitions for the outline one at a time by using the drop-down menu. For example, in the screen shot, the first course block definition is used to identify semester headings (choose First Semester or Second Semester, etc).

The second definition is the Header (choose First Year or Second Year).

Click on Add.

After the definition has been added, it will appear at the bottom of the screen.

Repeat this process to add additional definitions (semester headings) for the degree/certificate outline.
Entering Courses to Create the Degree/Certificate Outline

Once the block definitions (semester headings) are created, you can begin adding courses to each semester. At the bottom of the **Course Block Definition** page, click on **Courses** near the first semester heading.

Clicking on **Courses** will take you to the Program Courses screen.

Add each course one at a time from the **Discipline** and **Course** drop-down menus.

An “Or” can be added to a course in the **Condition** box if there is an option for courses (example: COSC 1401 OR ITSC 1401).

**Footnotes** can be added to a course if needed. Use the drop-down menu to select a **Footnote Symbol** (1, 2, etc.). Select your footnote from the **Footnote Text** drop-down menu. If your footnote is not included in the menu, add the footnote in the text box. Footnotes will appear at the bottom of the outline in the catalog.

Click the **Add** button when you are finished. Repeat this process to add all of the courses for the first semester.
The courses you have added will appear in a list at the bottom of the page.

After a course has been added, you can edit it by using the (✓) icon, delete it by using the (✗) icon, or move it up or down using the (↑) or (↓) icons.

To continue adding courses, click on Add.

When you are finished adding courses to a Definition (semester), click the Done button to finish. This will take you back to the Course Block Definition screen.

As you are building the degree outline, you can click the WR icon to the left of the screen to see the outline.

At the Program Block Definitions screen, repeat the steps to add courses to the next semester.

Start by clicking on Courses next to the second semester heading and repeat the steps from the previous section (Entering Courses to Create the Degree/Certificate Outline).

Once all of the courses have been added to each semester, Click the Finish button.
Attach Files and/or Finishing the Program Proposal

The next item in the Degree/Certificate Checklist is Attach Files. This page is optional, but you are encouraged to use it.

If you have Word or Excel files that you would like to share with the EPCs (Curriculum Team/Advisory Committee meeting minutes or data collected when researching this program), you may attach them by clicking on Attach Files.

Complete the fields in the Attached File Upload screen to identify and select the file.

Click on Add. The file will appear in the lower left corner.

Click on Finish.

Once the files are added and all of the pages in the Checklist are complete, click on the Submit button to begin adding the proposal to the workflow.

At the next screen, click on the link to My Approvals and follow the directions for My Approvals for Proposal Originators on page 14 of this handbook to enter the proposal to the workflow for review and approval.
Modify/Revise an Existing Program

In the left-hand column of the CurricUNET home page and under **Build**, click on **Programs**.

At the next screen, click on **Programs Update**.

Clicking the **Programs Update** link will bring you to the **Program Search** screen that allows you to choose the program you want to modify.

Choose the department from the drop-down list or type in the program title. Click **OK**.

You will be taken to the **Program Search Results** screen.

Choose the program you want to modify by clicking the (COPY) copy icon to the left of the program title. This makes a copy of the existing program so you can make changes without altering the original.

Note: The original version of the award will remain active until your proposed revisions are approved. The effect date of the revisions will be your proposed start date.
You will then see the **Revise a Program** screen.

Choose **Program Modification** from the drop-down list. Click on **Save**.

The next screen will be the **Program Construction Main Menu** where you will use the **Degree/Certificate Checklist** in the right-hand column to make revisions to the program. Always start with the **Cover page**.

At the bottom of the **Cover page**, enter the **Proposed Start Year and Semester** for your revisions. Enter the **Justification for the Proposal** in the text box. Change any other item on the **Cover page** that applies to your revision.

Click **Save** and then click **Finish**.

Continue clicking on the items in the **Checklist** and enter changes that apply to the revisions the curriculum team is proposing. For information on the items in the **Degree/Certificate Checklist**, review pages 21-26 of this handbook.

Refer to page 26, **Attach Files and/or Finishing the Program Proposal**, for steps to complete the proposal and submit it to the work flow.
Delete an Existing Program

To deactivate or close an existing program, follow the directions to Modify/Revise an Existing Program on pages 27-28 of this handbook until you get to the Revise Program screen.

At this screen, select Program Deletion from the drop-down menu and click Save.

You will be taken to the Program Construction Main Menu.

On the Degree/Certificate Checklist, choose Cover.

At the bottom of the Cover page, enter the Proposed Year and Semester the award should be deactivated or closed.

In the Justification for Proposal field, enter the reason the award is being deactivated or closed.

Note: Closing is immediate. Deactivating allows students to complete the award within 3 years. If the award will be closed and students are currently enrolled, include a plan to allow students to complete the award. This is a THECB requirement. The plan may include completing the courses at another college within the LSC system.

Click Save and then click Finish.

Refer to page 26, Attach Files and/or Finishing the Program Proposal, for steps to complete the proposal and submit it to the work flow.
**Non-Course Changes**

Use the **Non-Course Changes** feature to submit proposals that do not directly relate to new or existing courses or awards. Examples include Prior Learning Assessment (PLA) proposals, changes to LSC’s assessment score policy, CE certificate proposals that must be submitted to THECB, etc.

In the left column of the main page and under **Build**, click on **Non-Course Changes**.

Then click on **Create Non-Course Change**.

You will be taken to the **Create Non-Course Change** screen shown to the left.

Use the drop-down menus and text boxes to complete all of the fields.

Be sure to select the correct **Proposal Type** from the drop-down menu (Non-Course New, Non Course Revision, or Non-Course Deletion).

When you are finished entering information, click **Save** to complete page. Click on the **Finish** button when it populates.
The Non-Course Change Checklist will populate.

There is an option to attach a Word or Excel file. See page 26 for information on attaching files.

Once you are finished, click the Submit button on the left side of the page.

At the next screen, click on My Approvals link and follow the directions beginning on page 14 to enter the proposal to the workflow for review and approval.
My Approvals (Proposal Review for EPC Members and Approvers)

In the left-hand column of the homepage and under Track, click on My Approvals.

Select your Role from the drop-down menu (ex. Kingwood Educational Programs Council, College Vice President, etc.). Click Next.

Proposals for your review will appear in the center of the page. Note that the Legend at the right of the screen identifies the icons found to the left of the proposals. You may also use your mouse to scroll over the icons near the proposals to see the function of each.

To view the course or program outline, click WR to the left of the proposal. For non-course changes, you will click on the NCC icon.

If the proposal includes revisions to an existing course or program, click on the CC icon (Course Comparison) to view the proposed changes indicated by highlighted text.

The CI (Course Impact) icon lists courses/programs impacted by the proposal.
After reviewing a proposal, use the “back” browser arrow to return to the My Approvals page.

Click on the Action button to the right of the proposal you are reviewing.

A new screen will populate with a comment field.

Comments are optional if you support the proposal. Comments are required for non-support.

Please remember that comments are not anonymous. Your name will be attached to your comments and they will become a permanent part of the proposal. Additionally, comments can be viewed by everyone who has access to the CurricUNET system.

To take action on the proposal, use the drop-down menu. Choices may include Approve, Disapprove, Support, Non-Support or Request for Change, etc. depending on the role you selected.

Click Save.

If you have additional proposals to review and are not taken back to My Approvals automatically, click on CurricUNET Home in the upper left corner to go back to the home page, and then click on My Approvals.