**CurricUNET/SAC: Users Guide Course Deletion/Archive**

Logging on:

1. Log onto the internet using; Internet Explorer, Firefox, Safari or Chrome for PC and Firefox, Safari or Chrome for MAC.
2. Go to: [www.curricunet.com/sac](http://www.curricunet.com/sac).
3. Enter your login information: lowercase.

a. Username; last name\_first name.

b. Password; last name1.

 4. Click on **OK**.

===============================================================================

Course Deletion/Archive:

1. On the left side of the screen you will see a list of tools.
2. Under the heading “**Build**” click on “**Courses**”.
3. You will see two (2) choices:
4. Course Revision: Changing, modifying or archiving an existing course.
5. Create Course: New Course.
6. Since you are “**deleting/archiving**” a course, click on “**Course Revision”**.
7. You will see the “**Course Search**” screen.
8. Status: A bullet should appear either in ALL or ACTIVE.
9. Discipline: From the pull down menu choose your **department**.
10. Course Number: You can enter the course number you wish to delete/archive or leave blank.
11. Course Title: You can enter the course title you wish to delete/archive or leave blank.
12. Click on **OK**.
13. You will see the “**Course Search Results**”screen.
14. You will see either the single course you searched for or all the courses in that department.
15. You will see two (2) icons on the left side under “actions”;
16. WR: Course Outline Report, the actual outline.
17. 2 sheets of paper: Copy the original.
18. You will be using the 2 sheets of paper (copy icon) to **deleting/archiving** this course.
19. Click on the **2 sheets of paper** (copy icon).
20. You will see the “**Course Review Proposal Screen**”.
21. The course information will automatically appear.
22. Proposal Type: From the pull down menu you will choose “**Course Deletion**”.
23. Click on **NEXT**.
24.
25. You will see the “**Course Review Proposal Screen**” with a **rationale text box**.
26. Type in your rational (example: Course has not been offered for several semesters).
27. Click on **OK**.
28. You will see the “**Course Construction Main Menu**”.
29. It contains the course number, title, short title and co-contributor.
30. On the right side of the screen you see the “**Course Check List**”. Click on **Cover**.
31. Scroll down to the “Proposal Information” section.
32. You will see “Proposed Start”
33. Enter the year this course will be removed from the catalog (example: 2012).
34. Enter the semester from the pull down menu.
35. Click on Save.
36. Click on Finish and the **SUBMIT** button will appear on the left side of the screen.
37. Click on **SUBMIT.**
38. Your deleted/archived course outline has entered the approval process and has moved forward to your department chairs’ queue.

|  |
| --- |
|  |

Created: 02-15-2011

Updated: 04-27-2011