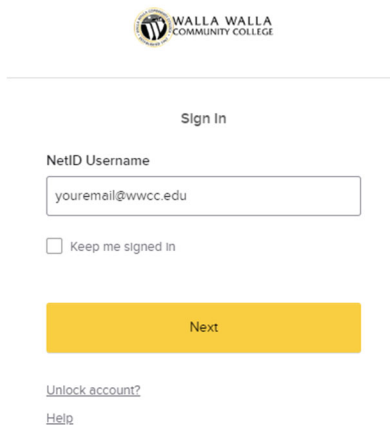




FOLLOW THESE STEPS TO GET STARTED IN MODERN CAMPUS CURRICULUM (CURRICULOG)

1. Go to Modern Campus Curriculum (Curriculog) at wwcc.curriculog.com.
2. To log into the site, navigate to the upper right corner of the screen and select “Login.” You will be prompted to enter your NetID Username followed by your password and use of multi-factor authentication.



3. After logging in, click on New Proposal. 
4. Choose from the list of available approval processes. If you would like to preview a process before starting it, select the preview form icon  .

Course Approval Processes

- Course New: Use this process to propose a new course or to bring an inactive course back to active status.
- Course Change: Use this process to propose a change to an existing course. Do not select this process for subject or number changes. If you need to change one subject to a new prefix (like WTM changing to IRR) or one course number to another (like CA 240 changing to CA 140), please select the Course New process for the new course. You will be able to designate that they are equivalent courses. You must also submit a Course Archive proposal to officially archive the old course.
- Course Archive: Use this process to propose inactivating a course.

Degree/Certificate Approval Processes

- Degree/Certificate New: Use this process to request a new degree or certificate. Important: If you are adding or changing courses at the same time, you must ensure that each Course New, Course Change, or Course Archive proposal has also been submitted.
- Degree/Certificate Change: Use this process to request changes to an existing degree or certificate. Important: If you are adding or changing courses at the same time, you must ensure that each Course New, Course Change, or Course Archive proposal has also been submitted.
- Degree/Certificate Status Change (Archive): Use this process to inactivate or archive a current degree or certificate.

Inactivating: Active program plans can be made inactive on the college's program inventory for any reason (i.e., budget, staffing, relevance, local job prospects, advisory board recommendation). This allows ample time to study the continued need, make program modifications, or acquire faculty, facilities, or equipment.

Archiving: A degree or certificate may remain inactive for no longer than three (3) years. To close a program at the end of that time period, use this process to change the status to Archive.

5. To begin a new proposal, click the new proposal icon ✓.
6. All approval processes except for Course New require importing either existing course or degree/certificate data or, in the case of Degree/Certificate New, a template. Refer to the [Importing](#) section below.
7. When you are filling in a proposal, you will need to complete all required fields within the form. Required fields are noted with an asterisk.

Note: You can save your proposal at any time and come back later to continue working on it.

8. When you are ready, launch the proposal to send it into the workflow. To launch it, scroll to the top of the page and click Validate and Launch Proposal.



9. The originator (author) is the first step in a workflow so you will still have the opportunity to work on the proposal before approving it and advancing to the next person.

Importing Courses or Curriculum Schema

All approval processes except for Course New require importing.

Importing Courses

By using the Import feature of Modern Campus Curriculum, you will be able to import many details about an existing course from the Catalog. To do this:

1. After starting your proposal, on the right side of the screen the Search Curriculum Inventory window will appear.

2024-2025 Course Archive

Search Curriculum Inventory

Prefix

Code

Name

Source

Exclude previously imported results

Search

2. Search for the course for which you are proposing to change or archive.
3. The search results will appear below the search window. Click on the Preview and Build icon next to your course.

2024-2025 Course Archive

Search Curriculum Inventory

Prefix

Code

Name

Source

Exclude previously imported results

Search

Show: 20 results

ELA 010 ELA10 Reading
Career and Academic Education / English Language Acquisition, Department of
This course focuses on developing an understanding of the reading process and appreciation for the importance of reading for pleasure, personal growth, and academic success. Students practice reading strategies to improve comprehension, critical thinking, and reading efficiency t...

1 of 1 results

First Previous 1 of 1 Go Next Last

4. The data that will be imported into your proposal appears.

Import Data into your Proposal

Field Name	Data Preview
Section 1: Author: Course Subject	ELA
Section 1: Author: Course Number	010
Section 1: Author: ctcLink Course Number	191430
Section 1: Author: Long Course Title	ELA10 Reading
Section 1: Author: Course Description	This course focuses on developing an understanding of the reading process and appreciation for the importance of reading for pleasure, personal growth, and academic success. Students practice reading strategies to improve comprehension, critical thinking, and reading efficiency to better meet career and college reading demands. Students are assessed at English Language Proficiency Levels 1-3.
System Administrator Only: Course Type	English Language Acquisition
System Administrator Only: Acalog Parent	Career and Academic Education / English Language Acquisition
System Administrator Only: Acalog Course Id	3514
System Administrator Only: Acalog Status	Active-Visible
System Administrator Only: Short Course Title (limit 30 characters)	English Language Acquisition Foundational Reading

This field accepts values with 30 characters or less. If imported, this field value will be truncated.

5. Click Build Proposal to import the data into your proposal.

System Administrator Only: Academic Group	Lifelong Learning
System Administrator Only: Academic Org	200CAP
System Administrator Only: Funding Source	1-State Funded
System Administrator Only: Repeatable for Credit	Yes
System Administrator Only: Allow Multiple	Yes
Enrollments in Term	
System Administrator Only: Total Credits Allowed	11
System Administrator Only: # Completions Allowed	11

Importing Curriculum Schema (Courses & Degree Sequence)

By using the Import feature of Modern Campus Curriculum, you will be able to import either a curriculum schema template (for use with the Degree/Certificate New approval process) or an existing curricula schema (for use with the Degree/Certificate Change or Degree/Certificate Status Change approval processes). To do this:

1. After starting your proposal, on the right side of the screen the Search Curriculum Inventory window will appear.

2024-2025 Program Change x

Search Curriculum Inventory

Program Type

Program

Name

Source

Exclude previously imported results

2. If your proposal is for an existing degree/certificate (Degree/Certificate Change or Degree/Certificate Status Change), enter the name of the degree/certificate and click Search. If your proposal is for a new degree/certificate (Degree/Certificate New), just hit Search without entering anything into the Name field.

- The search results will appear below the search window. For Degree/Certificate New proposals, you will want to select either the Certificate Template or the Degree Template, whichever is applicable. These two options appear at the top of the search results when you hit Search without entering anything in the Name field on the previous step.

For Degree/Certificate Change and Degree/Certificate Change Status proposals, locate your degree/certificate in the results.

In all cases, click on the Preview and Build icon next to your degree/certificate.

- The Import Data into your Proposal screen appears. Click Build Proposal.

Now when you get to the Courses & Degree Sequence (Curriculum Schema) area of your proposal, your template schema will be ready for you to import and organize the courses (Degree/Certificate New), the existing sequence will be available for you to modify (Degree/Certificate Change), or to view (Degree/Certificate Status Change). Refer to the document called *Interacting with Curriculum Schema*.