


How to Locate Pending Proposals

- Log in to CurricUNET at www.curricunet.com/pccd.
- Click on Search > Courses on the left menu.
- Search for the course by selecting the discipline from the Discipline drop down menu and typing the course number in the Course Number box (note: the zeros behind the course number do not matter in the search. For ADJUS 057, for example, you can type “57” Course Number box.) Choose Pending for the Status. Click OK.

The screenshot displays the Merritt's CurricUNET web application. The top header features the Merritt College logo and the text "Merritt's CurricUNET". On the left, a navigation menu includes "Welcome, Clifton", "Log Out", "CurricUNET Home", "Search", "Course", "Program", "Users", "links", "ASSIST", "Bloom's Taxonomy", "Peralta Home Page", and "Special Characters". The main content area contains a "Course Search" form with the following fields: "College" (Merritt College), "Status" (radio buttons for All, Active, Historical, and Launched, with "Pending" selected), "Discipline" (ADJUS), "Course Number" (57), and "Course Title" (include long title search). An "OK" button is at the bottom right of the form. To the right of the form is a "Legend" box with a "Help" link. The "Help" text explains the search criteria: "Search for course outlines. Active courses are those currently being offered. Historical courses are past course outlines which are no longer being offered. Pending are course outlines which have not been approved." At the bottom of the "Help" box are "Edit" and "More" links.

- Once you get to the search results you may click on the “CC” icon. This will pull up an outline that shows what was changed in this pending proposal from the current active version of the course. It will display the changes much like Microsoft Word’s Track Changes. If it is a new course, you can click the “WR” icon to pull up the outline. There will be no “CC” icon because there is no current active version to compare it to. You can also check the SLOs by clicking on the “SR” icon.

Note: the pencil icon will not show when you search for a course this way. It is showing in the screenshot below because Clifton has a super-administrator account.





Merritt's CurricUNET

Merritt College

Welcome, Clifton
Colleges:
Merritt College

Log Out

 [CurricUNET Home](#)


 [Search](#)

Search







- [Course](#)
- [Program](#)
- [Users](#)

Links

- [ASSIST](#)
- [Bloom's Taxonomy](#)
- [Peralta Home Page](#)
- [Special Characters](#)

Course Search Results		
Actions	Department	Course Number Title
  	Merritt College	ADJUS 057 Report Writing for Public Safety Personnel *Pending*
		MC Course Changes in Catalog Info
		Margaret Dixon
		Curric Comm App Date: 04/20/2006

Legend

-  Course Outline (pdf)
-  Course Outline (word)
-  Course Impact Report
-  Distance Education Addendum
-  Course Compare Report
-  SLO Report
-  Course Attachments
-  Fee-Based Class Proposal
-  Edit
-  Copy

Help

Click on the WR icon to view a course outline.


Click on the Copy icon

Note: if there are multiple pending versions of the same course, you may be able to use a unique identifier to help locate the correct proposal. The proposal originator or the latest Curric Comm App date may be unique to a proposal. For example, there are two LANHT 029 proposals on the deletion list provided by Arja. One shows it was created by Alexis Alexander and the other by Chris Grampp.

Additional Search Options for Proposal Originators

If you originated the proposal (as indicated on the list provided by Arja), you will have additional search and outline viewing abilities.

- Click on Build > Courses.
- Choose the discipline from the Disciplines drop down menu on the left side.
- The proposal should then show in your My Courses list.



Merritt College

Welcome, Clifton
Colleges:
Merritt College

Log Out

CurricUNET Home

- Build
- Courses

Courses

- New Course
- Modify Course
- Deactivate Course
- Clone Course
- Reactivate Course

Disciplines

ATHL-Athletics ▼

Links

- ASSIST
- Bloom's Taxonomy
- Peralta Home Page
- Special Characters

My Courses	
WR GS CA ✎ ✂	Merritt College ATHL 059 Intercollegiate Track and Field *Active* Alexis Alexander Effective Date: 09/05/2008
WR GS R ✎ ✂	Merritt College ATHL 75 Intercollegiate Women's Soccer *Active* Zachary Sullivan Effective Date: 04/10/2014
WR GS R ✎ ✂	Merritt College ATHL 001 Intercollegiate Women's Basketball *Pending* **MC New Course** Alexis Alexander Effective Date: 11/10/2005
WR GS R ✎ ✂	Merritt College ATHL 002 Basketball Foundations *Pending* **MC Deactivate Course** Clifton Coleman Effective Date:

Legend

- WR Course Outline (pdf)
- GS Course Outline (word)
- G Course Impact Report
- DE Distance Education Addendum
- C Course Compare Report
- SR SLO Report
- CA Course Attachments
- FC Fee-Based Class Proposal
- ✎ Edit
- ✂ Remove/Delete

Help

To edit an existing course, click on the pencil.

The "WR" icon shows the existing

- If you are the originator, you may use the "CC" icon, "WR" icon, *OR* click on the pencil to see what changes have been made. If you click on the "CC" icon, it will show what has changed from the current active version of the course in a format much like Microsoft Word's Track Changes. If it is a new course, you can click the "WR" icon to pull up the outline. There will be no "CC" icon because there is no current active version to compare it to.

If you click the pencil icon, you can see what items from the Course Checklist have been checked off/completed. *Below is an example of what you will see when you click the pencil icon. In this case, nothing is checked off on the Course Checklist.*

You can also check the SLOs by clicking on the "SR" icon.



Welcome, Clifton

Colleges:

Merritt College

[Log Out](#)

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[Build](#)

[Courses](#)

[Edit Course](#)

[Edit Course](#)

Merritt College

ADJUS

057

Report Writing for
Public Safety Personnel
Dixon, Margaret

Report Writing for
Public Safety Personnel
ADJUS 057
Remember to fill out all
requirements on the
course checklist. Course
Cover and List of
Changes must be marked
complete.

Links

[ASSIST](#)

[Bloom's Taxonomy](#)

Course Construction Main Menu

College	Merritt College
Discipline	ADJUS
Course Number	057
Course Title	Report Writing for Public Safety Personnel
Short Title	
Co-Contributor(s)	<i>There are no Co-Contributors for this course.</i> Add a Co-Contributor

Course Checklist

Main

- ☐ Cover
- ☐ List of Changes
- ☐ Units/Hours
- ☐ Degree/Transfer
- ☐ General Ed
- ☐ Lecture Content
- ☐ Student Performance Objectives
- ☐ Student Learning Outcomes
- ☐ Method of Instruction
 - ☐ Distance Ed
- ☐ Assignments
- ☐ Student Assessment
- ☐ Requisites
- ☐ Content Review
- ☐ Texts, Readings, and Materials
- ☐ Library
- ☐ Attached Files
- ☐ Codes/Dates

Help

This page contains