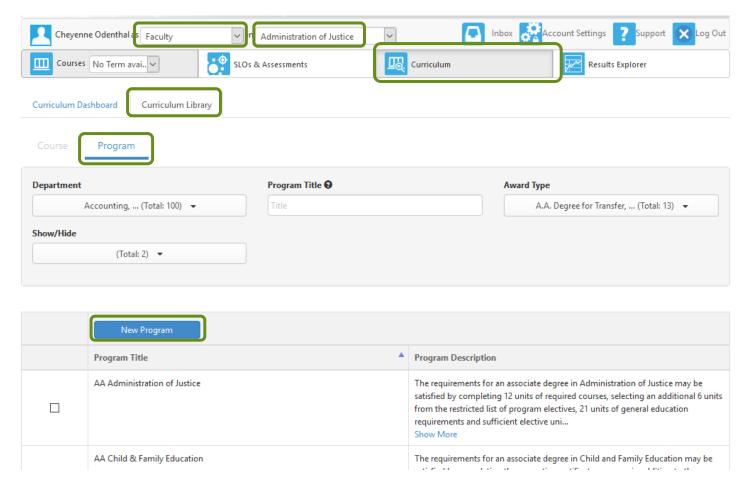
NEW PROGRAM DEVELOPMENT

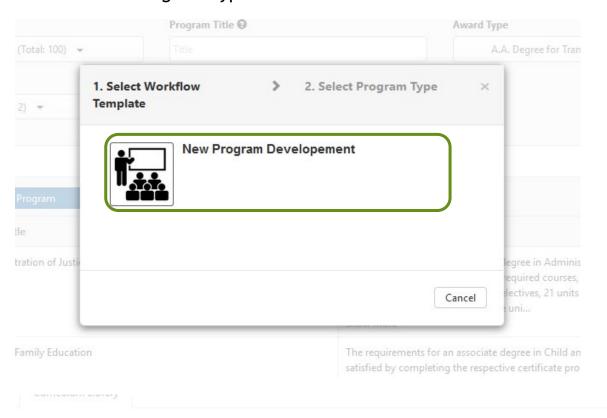
Step 1: Once you have logged in, select the faculty role from the drop down menu. This drop down menu will list all roles assigned to you.

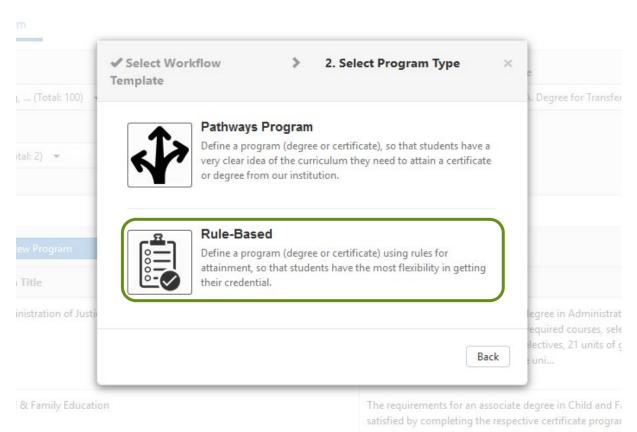
You will then select the Discipline you will be working in. This drop down menu will only have the disciplines you are assigned to in this role.

Select the Curriculum tab, followed by the Curriculum Library tab, then the Program tab and lastly the "New Program" button.



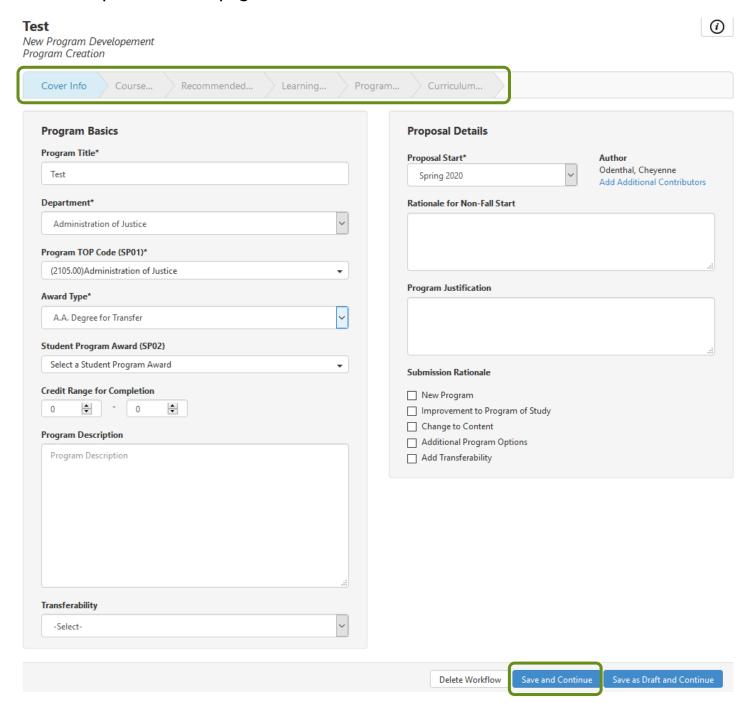
Step 2: After selecting the "New Program" button a window will appear. Select the workflow and Program Type.





Step 3: Here you will see multipe fields that require information. The other pages that need information appear at the top in faded text. Select these pages to find the information that needs to be inputted.

After complete of each page select the "Save and Continue" button.



Step 4: After completing all the fields on every page, you will reach the "Curriculum Technician" tab, you will not be able to change information on this page. This page will be completed by the Academic Affairs Specialist. Select the "Submit" button.

NOTE After selecting the submit button it will officially start the workflow and you can no longer make changes. There will NOT be another window that pops up to verify you want to submit the workflow.

Cover Course Recomm	nended Learning	Program.	Curriculum Technician		
Program Administration Codes					
Program Control Number			Credential ID *		
Enter the Program Control Number			Enter the Credential ID		
Program Version Status:	In Development				
Curriculum Committee Approval Date:					
Board of Trustees Approval Date:					
External Review Approval Date:					
Time to Next Review:	1 🛊 years	\ <u>\</u>			
Date for Next Review:					

After you select submit, the program will never come back to you. If a reviewer requested a change there will be a point in the work flow where the Curriculum specialist will have the ability to make the changes for you.

To view any feedback as your program goes through the workflow, view your inbox and select the program you want to view feedback on.