Reactivating a Course in CurricUNET

A Step by Step Guide

A course reactivation is necessary for a course that was previously deactivated and is being requested to be offered again.

1. Log into Ohlone’s CurricUNET® website. Enter your User Name and Password (these are case sensitive). If you don’t know your user name and password please contact Robin Kurotori at rkurotori@ohlone.edu or Katie Alvarez at kalvarez@ohlone.edu.

2. Click on Course under Search on the left to find the course you wish to reactivate. See screenshot below.

If you would like help creating or revising courses or programs, please contact Robin Kurotori (x2350) or Katie Alvarez (x6455). Would you like an easy reference guide? Choose one of the links below to get started:

- CurricUNET: Revising an Active Course
- CurricUNET: Creating a New Course
- CurricUNET: Reactivating a Course
- Major Revision Checklist

Please see Curriculum Committee Website for dates/locations of upcoming meetings (http://www.ohlone.edu/org/curriculum/committee/).
3. Click All in the Status box of the Course Search page. Type in the course number you’re looking for and choose the department from the drop-down menu. Then click OK to see the search results.

4. Click the Copy Course icon (֑֖) next to the course you wish to reactivate. The icon will only appear next to the deactivated version of the course (i.e. the most recent version of the course).

5. Choose Course Reactivation from the Proposal Type on the Course Review Proposal page.

Choose "Course Reactivation" and click NEXT.
6. Click OK if all is correct.

![Course Review Proposal]

7. Wait for your proposal to be created.

![Proposal Creation]

8. Begin editing the course when the proposal is created. On the right, you’ll see the Course Checklist. You’ll need to complete each page until all the boxes are checked.

**Beginning the Process:**

**Process Complete:**

Please refer to the “Revising an Active Course in CurricUNET” guide for detailed instructions about completing each page in the checklist. The guide is available on the Curriculum Committee website and on the CurricUNET home page.

Please be sure to complete the Course Justification (located in the Cover section) to explain why the course is being reactivated.

9. Click the green Audit button on the left. The Audit button will appear only after all of the checkboxes on the course checklist are checked.

You may AUDIT your course now.
10. Click **My Approvals** when prompted by the next screen.

11. Click **Next** on the **My Approvals** page.

12. Click the **Action** button next to your course.

13. Enter a comment on the next page if desired, although a comment is not required. Choose **Originated Proposal** from the drop-down menu. Click **Save**.

**Success!**
Your course has entered the approval process! Please watch your inbox for notification emails from system@governet.net. Please read the messages carefully to track the status of your course and to find if any reviewers have requested revisions on your end.

Your proposal will first go to your Dean’s CurricUNET® step. Once approved by your dean, your proposal will go to the Articulation Officer, and then ultimately to the Curriculum Committee Screening step. Screening meetings are typically held monthly on the third Monday. A Curriculum Committee member (“screener”) will contact you to discuss your proposal and work through any issues that may interfere with the course’s approval. After approved by the Curriculum Committee screener, your course will go to the Curriculum Committee meeting for approval. These meetings are typically held on the first Monday of the month. Check the Curriculum Committee website for a current calendar of meeting days, times, and locations.