Reactivating a Course
A Step by Step Guide

1. Log into Ohlone’s CurricUNET® website. Enter your User Name and Password (these are case sensitive). If you don’t know your login and password, or have forgotten it, please contact Mike Taguchi at ktaguchi@ohlone.edu or Kimberly Robbie at krobbie@ohlone.edu.

2. Click on COURSE under SEARCH on the left to find the course you wish to reactivate:
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).


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 section until all checkboxes are checked.

**Beginning the Process:**

**Process Complete:**

Please refer to the “Revising a Course” guide for detailed instructions about completing each section in the checklist. The guide is available on the Curriculum Committee Website and on the CurricUNET homepage.

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. **Audit**
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. Choose “Originate Proposal” from the drop-down menu. Click Save.

Success!
Your proposal will go to your Dean’s CurricUNET queue to await approval. Once approved, it will go to the Articulation Officer and then the Curriculum Committee for screening. Screening meetings are typically held monthly on the third Monday. A Curriculum Committee member will contact you to discuss your proposal and work through any issues that may interfere with its approval. After being screened and approved by the screener, your course will go to the Curriculum Committee 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.