

HOW TO PROPOSE FROM AN EXISTING COURSE OR PROGRAM

This guide outlines the steps to propose from an Existing Course or Program. through Curriculum Manager: Program Management or Course Inventory Management. For additional information on CM, please click [here](#).

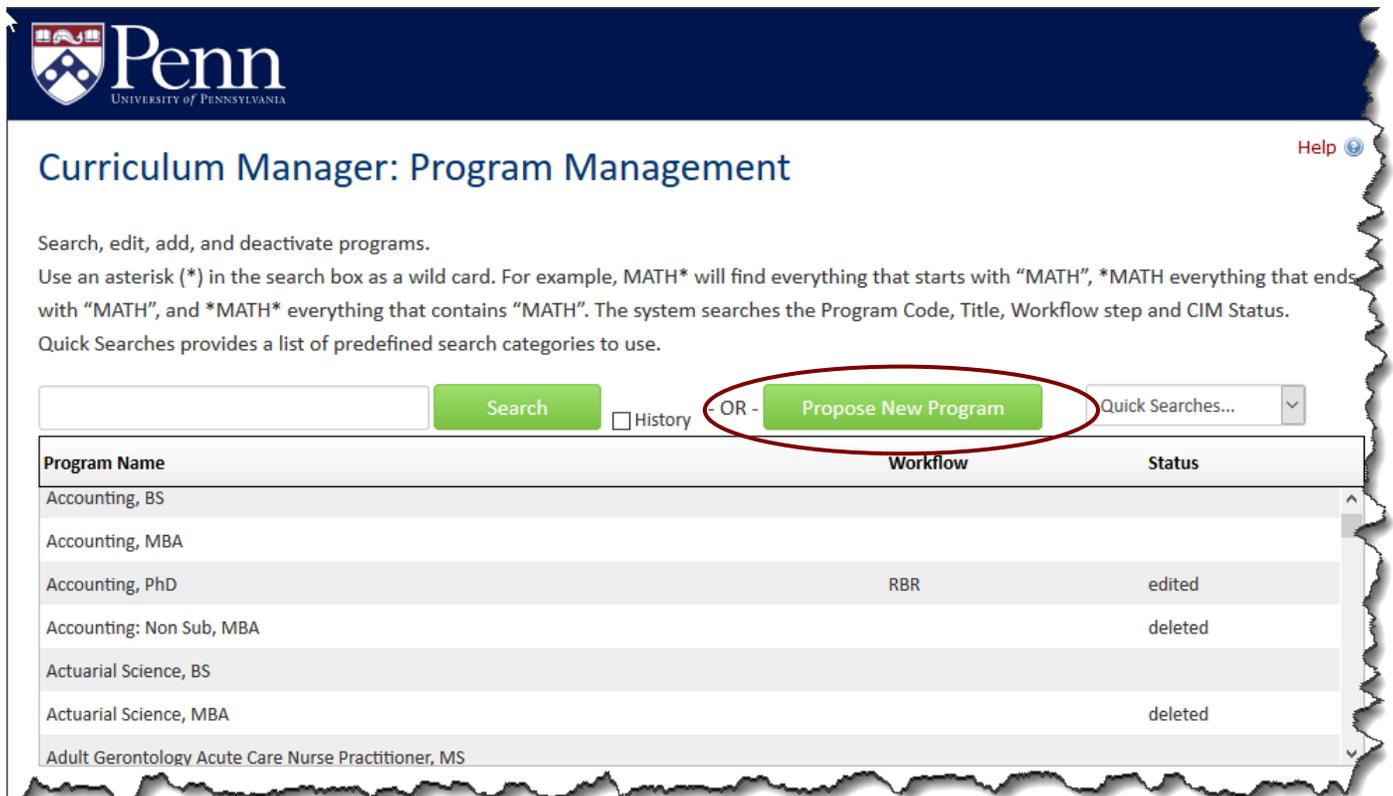
Propose New from Existing Course or Program - Login

- Navigate to the Curriculum Manager: **Program Management** [page](#) or **Course Inventory Management** [page](#)
- Enter your **Username** and **Password**
- Click on **[Log in]**
- Click on the **Log In** icon



Propose New from an Existing Course or Program

- Click on **[Propose New Program]** or **[Propose New Course]**



Curriculum Manager: Program Management Help

Search, edit, add, and deactivate programs.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.

History **OR**

Program Name	Workflow	Status
Accounting, BS		
Accounting, MBA		
Accounting, PhD	RBR	edited
Accounting: Non Sub, MBA		deleted
Actuarial Science, BS		
Actuarial Science, MBA		deleted
Adult Gerontology Acute Care Nurse Practitioner, MS		

- The New Program Proposal form is open.
- Click on **[Propose New from Existing Program]** or **[Propose New from Existing Course]**

☞ *Note: Field level help is available by click on the '?' icon.*

- A warning that copying from an existing program will overwrite any information currently in the form.

- From the Copy Program window, click on **Select Program...** or **Select Subject...**
- From the list of programs/courses you will select the program/course to copy/add.
- Click on **[Copy Program]** for Programs or **[Add]** for Courses.

- Information from the Course/Program has been copied into some of the form fields.
- Complete the rest of the proposal as needed.
- Once all information is complete, submit the proposal for approval.