



STEPS FOR IMPORTING EXISTING CATALOG INFORMATION INTO YOUR PROPOSAL

Before you begin, be certain the correct system required program type is checked for this proposal. For Certificates and Subject Matter Programs, select **Program**. For Credentials select **Shared Core**.

1. Scroll to the very top of the form and click the "Import" icon

2. Click on the title of catalog you will import from

3. In the "Or add filter field, click the "Filter by field" drop down.

4. Select "Name" from the dropdown list.

5. Type the **exact** title of the program in the field.

6. Uncheck the "Exclude previously imported items" check box.

7. Click the "Search Available Curriculum" button.

8. Scroll down to see search results and click on the concentration you want to revise.

9. Ignore the data preview and click the "Import this Item" button.

STEPS FOR EDITING EXISTING NON-DEGREE PROGRAM COURSE REQUIREMENTS

If you are not adding new courses to your program, **skip to step 2.** (Note: Although you can add new courses here, you will still need to complete the form in Curriculog if you haven't already done so.)

1. If you are not adding courses to your program, **skip to step 2.** In the **Modified Major/Degree Requirements** field, click the "Add Course" button then enter the course information into the course fields and click the "Add Course" button.

Click the "View Curriculum Schema" icon.

2. Click the gray bar of the course requirements you want to edit, to expand the section.

3. Click the "Preview Curriculum" icon to preview your catalog listing.

4. Click