STEPS FOR IMPORTING EXISTING COURSES & BUILDING YOUR NEW PROGRAM

To create your program core requirements, you must first build a list of available courses to select from

1. Click the "View Curriculum Courses" ▤ icon in the *Curricular Requirements* field. If you are only adding new courses to your program, **skip to STEP 11.**

2. Click the "Import Course" button [Import Course] to import existing catalog courses into your proposal.

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

   Import Data Into Your Proposal
   Select an external system from which you would like to import courses.
   Acalog: 2020-2021 Catalog WORKING > 2020-2021 Program Revision Legend

4. In the "Or add filter field," click the "Filter by field" drop down. **Or add filter** | Filter by field

5. Select "Prefix" from the dropdown list.

6. Enter the course prefix in the field of the courses you want to search.

   Filter Courses
   Prefix = ECON ✕

7. Uncheck the "Exclude previously imported items" check box. ☐ **Exclude previously imported items**

8. Click the "Search Available Curriculum" button. [Search Available Curriculum] Scroll down to see search results.

9. Select courses to import by clicking on each course. (Repeat steps 6-8 to select courses of multiple prefixes.)

10. Scroll down to view "Selected Courses," then click the "Add Courses to Proposal" button. [Add Courses to Proposal]

    (If you are *not* adding new courses to your proposal, **skip to STEP 13**.)   [Add Course]

11. To add **new courses** (not in the current catalog) to your program, click the "Add Course" button.

    ❖ *Note: Although you can add new courses here, you will still need to complete the* **New Course Request** *form in Curriculog if you haven't already done so.*

12. Enter the course information into the field then click the "Add Course" button. Repeat steps 11-12 for each new course.

    Add the course details below:
    Prefix: APS
    Code: 101
    Name: Course Title (3)

    [Add Course]   [Cancel]

Follow these steps to create your program Core Requirements, Electives or Other Areas
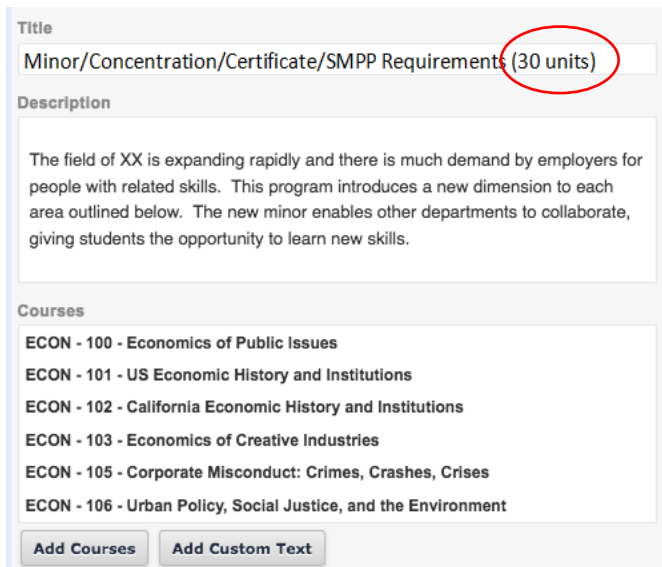
13. Click the "View Curriculum Schema" icon. ▤

14. Click the "Add Core" button. [Add Core]

15. Click the gray "New Core" bar to expand this section.

> **New Core**

16. Complete the "Title" and "Description" fields as appropriate. **Please enter total units in each core header.**

> Title
> Minor/Concentration/Certificate/SMPP Requirements (30 units)
>
> Description
>
> The field of XX is expanding rapidly and there is much demand by employers for people with related skills. This program introduces a new dimension to each area outlined below. The new minor enables other departments to collaborate, giving students the opportunity to learn new skills.
>
> Courses
>
> ECON - 100 - Economics of Public Issues
> ECON - 101 - US Economic History and Institutions
> ECON - 102 - California Economic History and Institutions
> ECON - 103 - Economics of Creative Industries
> ECON - 105 - Corporate Misconduct: Crimes, Crashes, Crises
> ECON - 106 - Urban Policy, Social Justice, and the Environment
>
> [Add Courses] [Add Custom Text]

* You may add courses, [Add Courses] *or custom text* [Add Custom Text] *to this section.*

17. Repeat steps 14-16 to add additional cores course listings (*i.e. Upper Division Courses, Electives*).

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

19. Click the "Save All Changes" button [💾 Save All Changes] at the bottom of the screen.