

Graduate Program Deactivate/Reactivate Request in Curriculog

A step-by-step guide

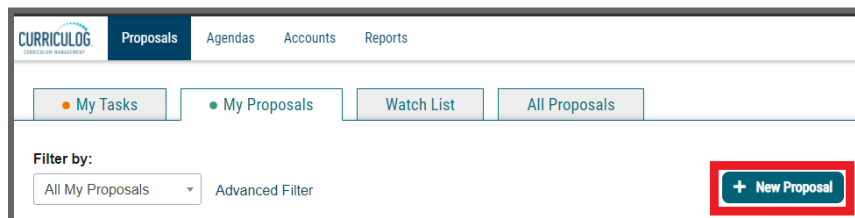
STEP 1: Curriculog Login

1.1 Access: <https://unlv.curriculog.com/>

1.2 Login using your UNLV ACE account. (see <https://www.it.unlv.edu/ace>)

STEP 2: Select the “Program Deactivate/Reactivate Request” form

2.1 Click on “New Proposal” under the “My Proposals” tab at the top left:



2.2 Click on the checkmark “Start Proposal” icon on the Graduate Program Deactivate/Reactivate Request form row:

The screenshot shows the CURRICULOG Graduate Catalog Management interface. At the top, there is a header with the CURRICULOG logo, a menu icon, and user profile icons. Below the header, there is a 'Sort by:' dropdown menu set to 'Process Title'. The main content area displays a list of processes, each with a title, a progress indicator (a row of circles), and a 'Start Proposal' button. The processes listed are:

- 2 Graduate Course Change 2022-23 (10 mandatory 12 total)
- 2 Graduate Course Clean Up Form 2022-23 (10 mandatory 12 total)
- 2 Graduate Course Create 2022-23 (10 mandatory 14 total)
- 2 Graduate Course Delete 2022-23 (9 mandatory 9 total)
- 2 Graduate Degree/Certificate Name Change Form 2022-23 (10 mandatory 10 total)
- 2 Graduate Experimental Course (X-Course) Create (8 mandatory 12 total)
- 2 Graduate Program Change 2022-23 (9 mandatory 12 total)
- 2 Graduate Program Create 2022-23 (11 mandatory 14 total)
- 2 Graduate Program Deactivate/Reactivate Request 2022-23 (9 mandatory 11 total)

A red box highlights the 'Start Proposal' button for the '2 Graduate Program Create 2022-23' process.

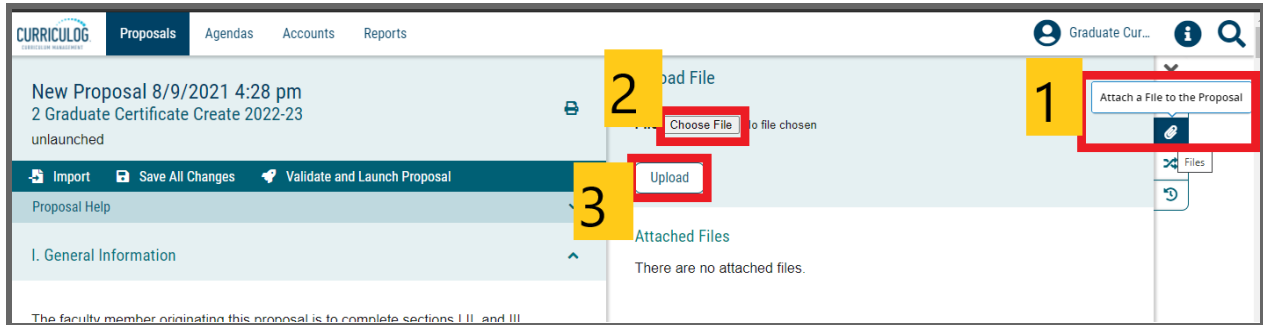
This form begins with importing the current information from the working graduate catalog. You will see the **search window** roll out to the right after clicking on “start proposal.” Using the fields in the search window, search and select the program you will change and click build proposal to begin.

STEP 3: Complete all Items in Sections I and II of the form, and launch the form

In general, the form is self-explanatory and clear about what is requested. In this guide we will review selected items that may generate questions or have further technical steps.

3.1 Attachments - uploading documents into the form: To upload documents into the form, please follow these 3 steps:

01. Click on the “attach a file” icon at the right of this form.
02. Click on “Choose File”
03. Click on “Upload”

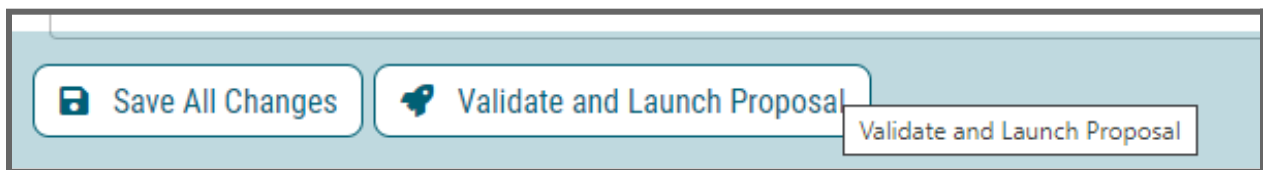


3.2 Required Additional Documents: Please attach required documents by navigating to the “attach a file” icon at the right of this form.

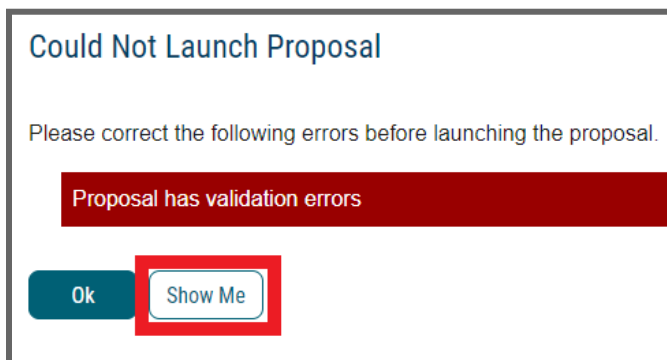
Information and forms available at the [Office of the Senior Vice Provost for Academic Affairs \(SVPAA\)](#) website.

- Program Deactivation Request Coversheet.
- NSHE Program Deactivation form.
- Teach Out Plan - if deactivation.

3.3 Launch the form: Click on the “Validate and Launch” button at the very bottom to launch the form.



3.3.1 If an ERROR message comes up, please click “show me” and fill all the red fields of the form.



3.3.2 If you have filled the entire form correctly, you will see the “Launch Proposal” option come up. Click on “Launch Proposal” to launch.

Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.

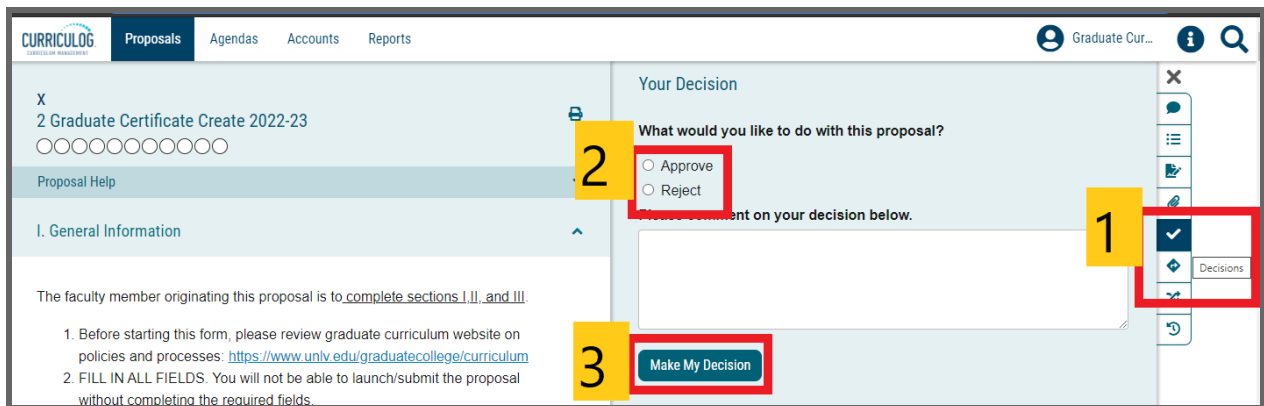
Launch Proposal

Cancel

STEP 4: READY TO SUBMIT?

After completing this form, please follow these steps:

1. Finish the launch of your proposal by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right.
2. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.
3. Please note that it is your responsibility as the proposer to see that the proposal is reviewed and receives all necessary approvals. Please be encouraged to reach out to reviewers on each step, if necessary.
4. You can check the status of the proposal by clicking on the workflow status icon  to verify that the proposal has gone to the next step.
5. The workflow status icon  will also show you the current step of the proposal at any given time, and who are the reviewers at that step.



The screenshot shows the CURRICULOG Proposals form. The 'Your Decision' section is highlighted with a yellow box. It contains the question 'What would you like to do with this proposal?' with radio buttons for 'Approve' and 'Reject'. Below this is a text area for 'Add comment on your decision below.' and a 'Make My Decision' button. A red box highlights the 'Approve' radio button (callout 2) and the 'Make My Decision' button (callout 3). A red box highlights the 'Decisions' icon in the right sidebar (callout 1). The sidebar also contains other icons like a list, a checkmark, and a magnifying glass. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The top right shows a user profile 'Graduate Cur...' and a search icon. The left sidebar shows the proposal title '2 Graduate Certificate Create 2022-23' and a progress bar.

Additional Information, including committee meeting dates, university resources, and general guidelines available at: <https://www.unlv.edu/graduatecollege/curriculum>

QUESTIONS? Contact gradcurriculum@unlv.edu