

Graduate Program Deactivate/Reactivate Request in Curriculog

A step-by-step guide

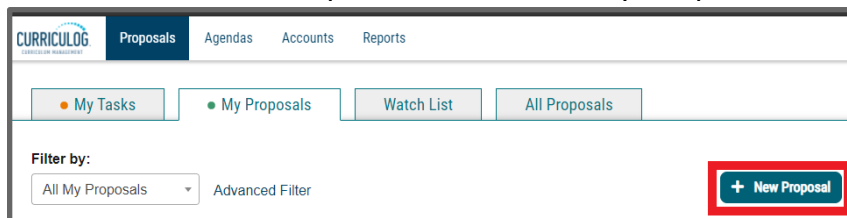
STEP 1: Curriculog Login

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:



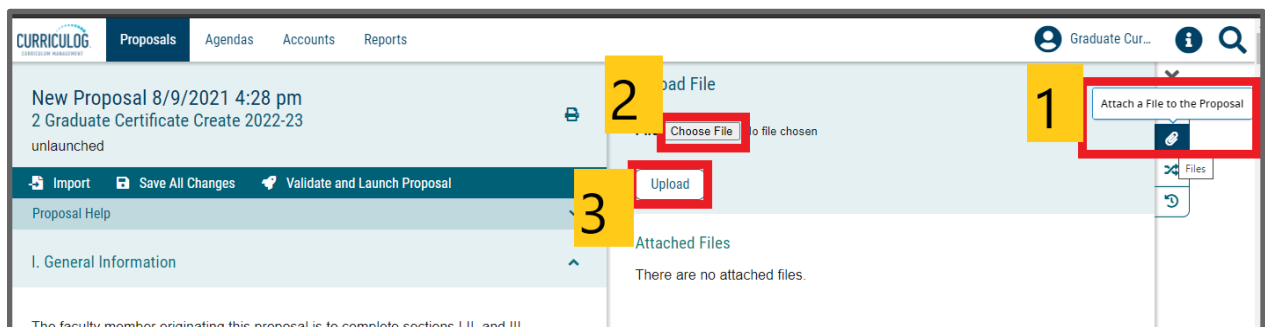
This form begins with importing the current information from the working graduate catalog. You will see the **search window** roll out to the right after clicking on “start proposal.” Using the fields in the search window, search and select the program you will change and click build proposal to begin.

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:

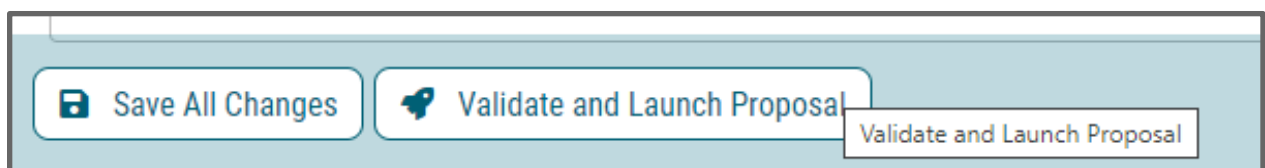
01. Click on the “attach a file” icon at the right of this form.
02. Click on “Choose File”
03. Click on “Upload”



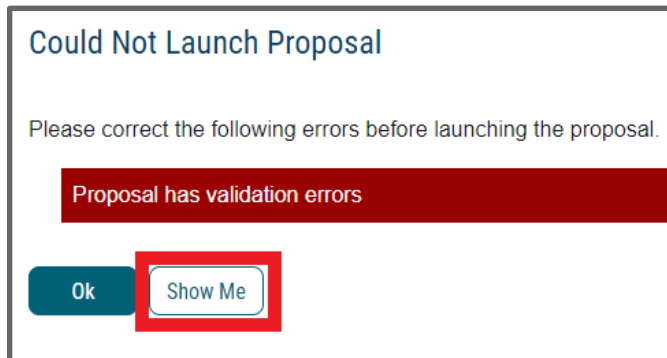
3.2 Required Additional Documents: Please attach required documents by navigating to the “attach a file” icon at the right of this form. Information and forms available at the [Office of the Vice Provost for Academic Programs](#) website.

- 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.



Could Not Launch Proposal

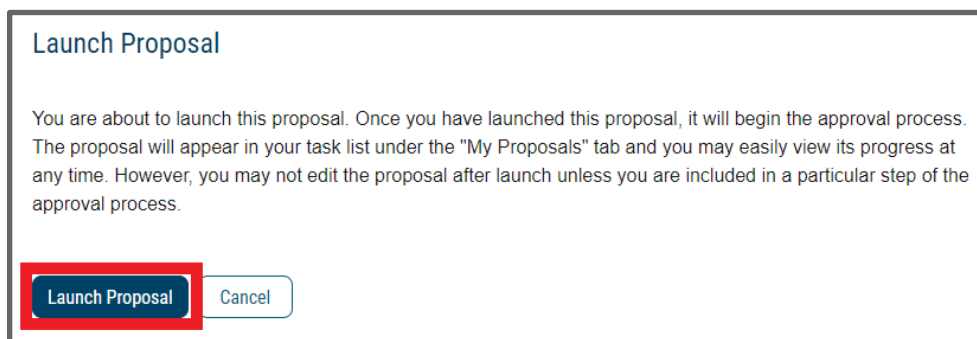
Please correct the following errors before launching the proposal.

Proposal has validation errors

Ok Show Me

This screenshot shows a dialog box titled "Could Not Launch Proposal". It contains a message asking the user to correct errors before launching. A red banner indicates "Proposal has validation errors". At the bottom, there are two buttons: "Ok" and "Show Me". The "Show Me" button is highlighted with a red rectangular box.

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

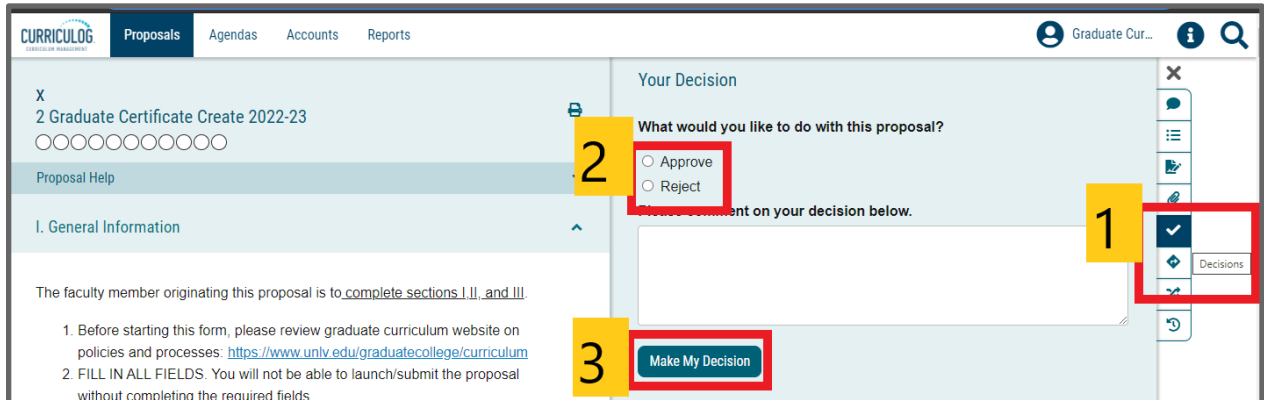
This screenshot shows a dialog box titled "Launch Proposal". It contains a message informing the user that the proposal is about to be launched and will begin the approval process. It also mentions that the proposal will appear in the user's task list under the "My Proposals" tab. At the bottom, there are two buttons: "Launch Proposal" and "Cancel". The "Launch Proposal" button is highlighted with a red rectangular box.

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 displays the CURRICULOG system interface for a proposal decision. The left sidebar shows the user is logged in as 'Graduate Cur...' and provides navigation links for 'Proposals', 'Agendas', 'Accounts', and 'Reports'. The main content area is titled 'Your Decision' and presents the question 'What would you like to do with this proposal?' with 'Approve' and 'Reject' options. A 'Make My Decision' button is located at the bottom of the central form. The right sidebar contains a vertical menu with icons for 'Close', 'List', 'Print', 'Share', 'Checkmark', 'Diamond', and 'Refresh'. The 'Checkmark' icon is highlighted with a red box and a yellow number '1'. The 'Approve' radio button is highlighted with a red box and a yellow number '2'. The 'Make My Decision' button is highlighted with a red box and a yellow number '3'.

Additional Information, including committee meeting dates, university resources, and general guidelines available at:

<https://www.unlv.edu/graduatecollege/curriculum>

QUESTIONS? Contact gradcurriculum@unlv.edu