

## STEPS FOR IMPORTING EXISTING COURSES & BUILDING YOUR REVISED PROGRAM

Before you begin, be certain the correct program type is checked for this proposal

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** Concentration or Minor Name in the *Name=* 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 MINOR/CONCENTRATION COURSE REQUIREMENTS

If you are not adding new courses to your program,

