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 to import existing catalog courses into your proposal.

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

    Acalog: 2019-2020 Cal State East Bay Catalog (DRAFT) ✔

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

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. 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. (If you are not adding new courses to your proposal, skip to STEP 13.)

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 (2019-20 catalog) 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.

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.

Minor/Concentration/Certificate/SMPP Requirement (30 units)

   * You may add courses,   or 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   at the bottom of the screen.