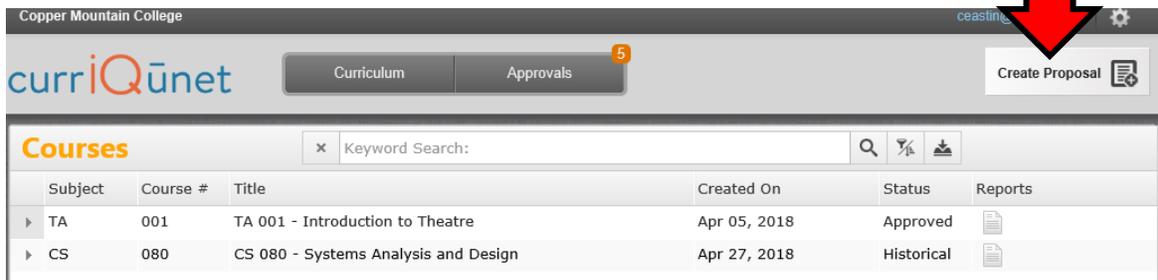


How to Revise a COR

1. Log in to Curriconet at - <http://cmccd.curriconet.com/>
2. Click on the Create Proposal button on the top right



3. Under the Proposal Type drop down, select Course Amendment, then click the next button.

Create Proposal

This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you add.

Once all required fields are complete, the proposal can be submitted for review. A proposal can be deleted prior to launch. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

Proposal Type

Course Amendment

Next Create Proposal

4. Under the Minimum Requirements drop down, select the subject of your course. In the next box down, enter the Course Title (make sure to include a space between the course subject and course # in the course title – e.g. “CJ 001”). For a broad search of all courses within that subject, you can click the search button without a Course Title entered and select the title for the list of classes within that subject. Click on the course within the Course Search Results list and click the next button.

1. Select Proposal Type

2. Complete Minimum Requirements

3. Review and Submit

Minimum Requirements

Enter search criteria and press Search. Select a proposal to modify from the search results.

Subject
(CJ) Criminal Justice

Course Title*
CJ 001 - Introduction to Criminal Justice

Search

Course Search Results

- CJ 001 - Introduction to Criminal Justice
- CJ 002 - Criminal Law
- CJ 003 - Criminal Evidence and Procedure
- CJ 005A - Community and the Justice System
- CJ 006 - Principles of Criminal Investigation
- CJ 007 - Substantive California Criminal Law
- CJ 010 - Juvenile Delinquency
- CJ 030 - Correctional Systems

Previous Next Create Proposal

5. On the next screen, verify the information is correct and click on the Create Proposal button.

1. Select Proposal Type

2. Complete Minimum Requirements

3. Review and Submit

Proposal Summary

Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Course Amendment

Course: CJ 001 - Introduction to Criminal Justice

If this is correct press Create Proposal.



Previous Next **Create Proposal**

6. On the Course Amendment page, go section by section (dark grey tabs) to update your draft, beginning with Cover and moving down. When you wish to save a section, click on the section name you are working on or any other section on the left in the dark grey tabs, and a pop-up will ask you what you would like to do with your changes, click save. (On some screens, there is also a save button on the bottom right of the page.)

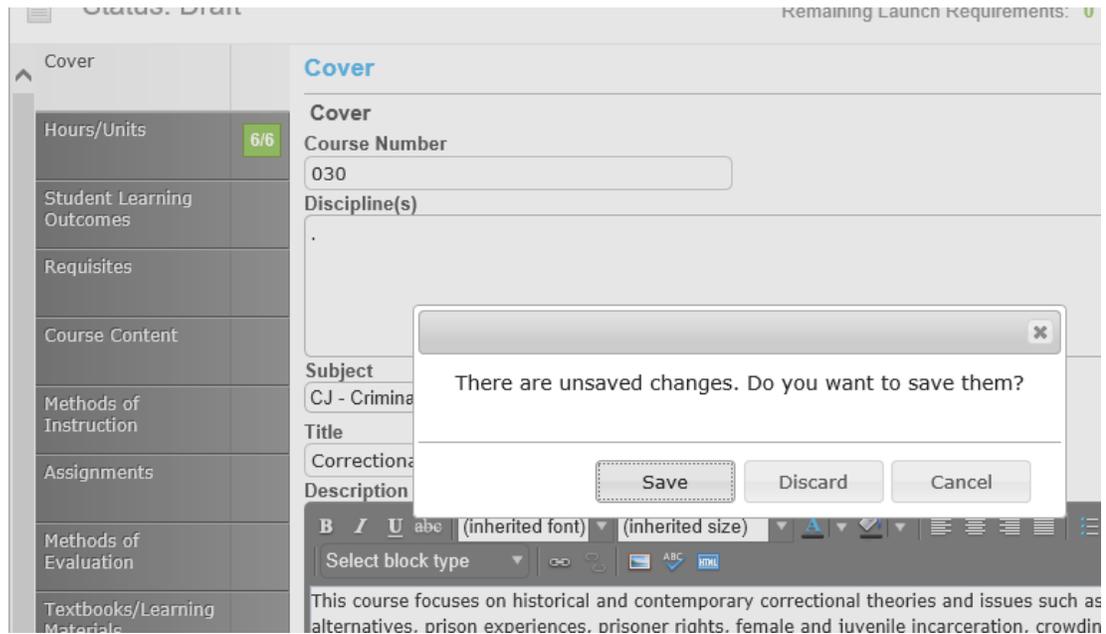
Course Amendment: CJ 030 - Correctional Systems

Status: Draft Remaining Launch Requirements: 0 Launch Delete Draft

Cover	Cover
Hours/Units	6/6
Student Learning Outcomes	
Requisites	
Course Content	
Methods of Instruction	
Assignments	
Methods of Evaluation	
Textbooks/Learning Materials	
Distance Education	
DE Contact Types	
Cross Listed	<input type="checkbox"/> Has Enrollment Limitation
General Education Status	Limitation Text
Course Transfer Status	

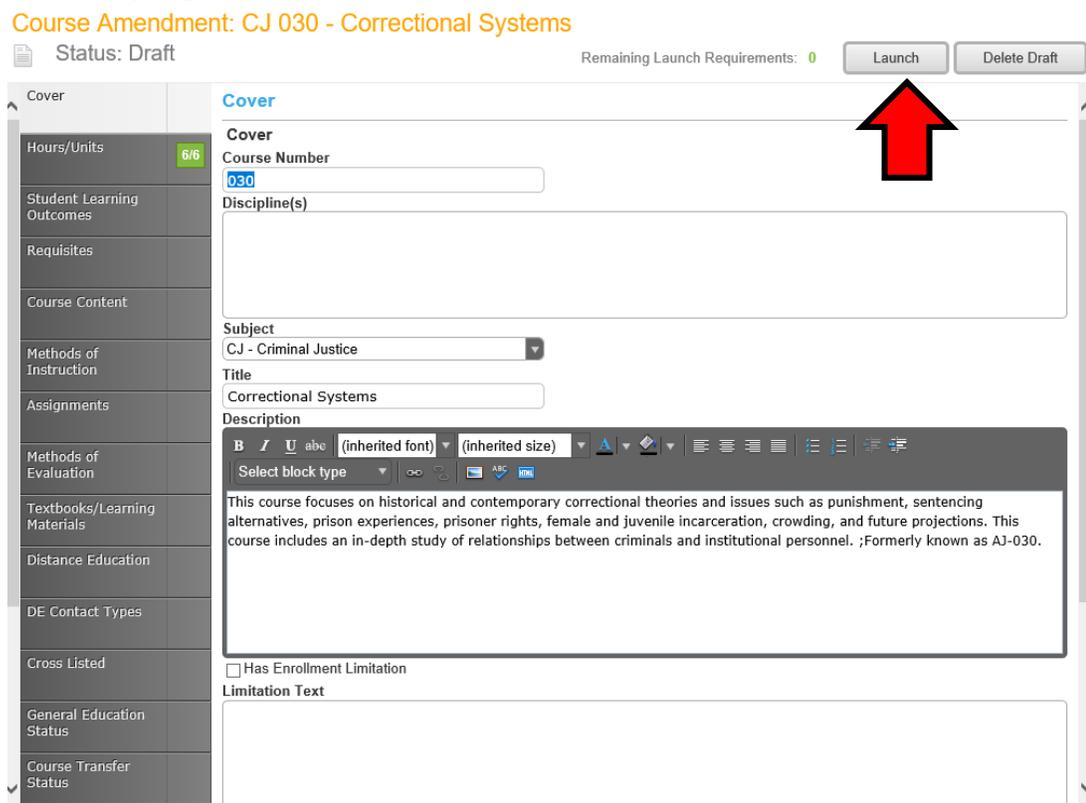
 **Sections to edit**

This course focuses on historical and contemporary correctional theories and issues such as punishment, sentencing alternatives, prison experiences, prisoner rights, female and juvenile incarceration, crowding, and future projections. This course includes an in-depth study of relationships between criminals and institutional personnel. ;Formerly known as AJ-030.



*Please note: If you are having **trouble changing the Student Learning Outcomes (SLO)** tab information, it is due to the fact that the SLO information is mapped to the Methods of Instruction tab. Revise the information on the Methods of Instruction tab first, then you will be able to change the SLOs.

7. Once you have finished making all of your revisions to the course, click on the Launch button on the top right portion of the screen.



The process of approvals is as follows:

- 1. CTRAC -> 2. Curriculum Committee -> 3. Academic Senate -> 4. Board of Trustees**