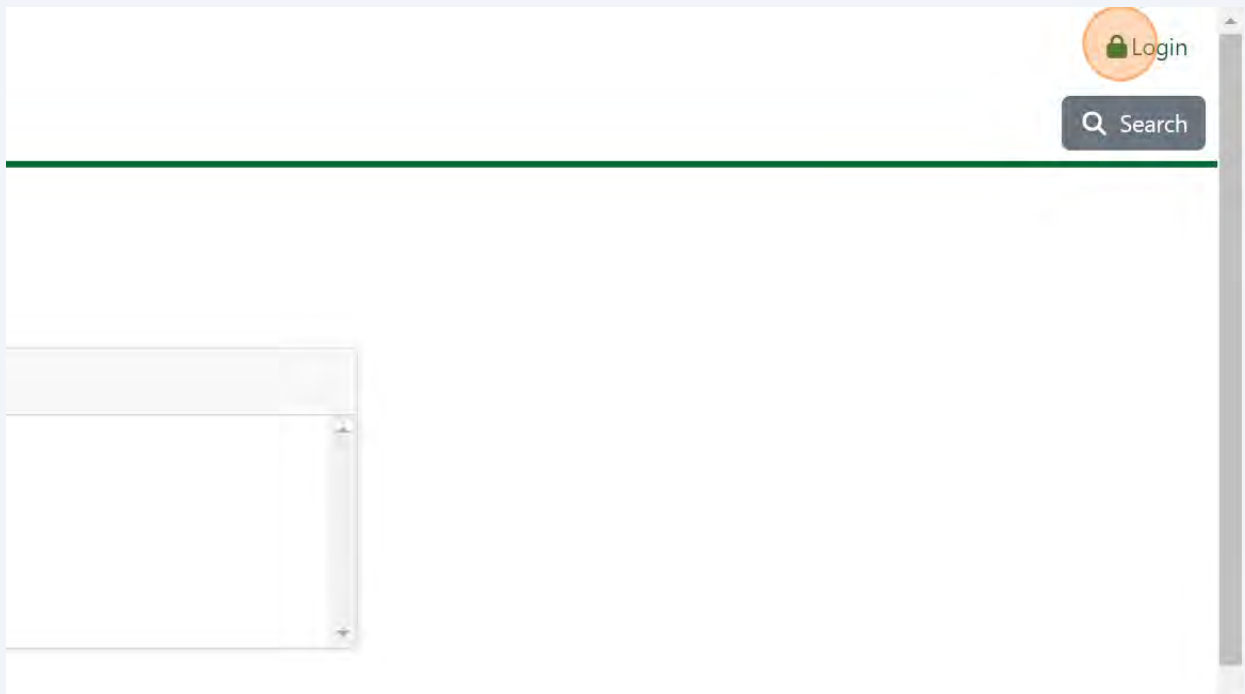


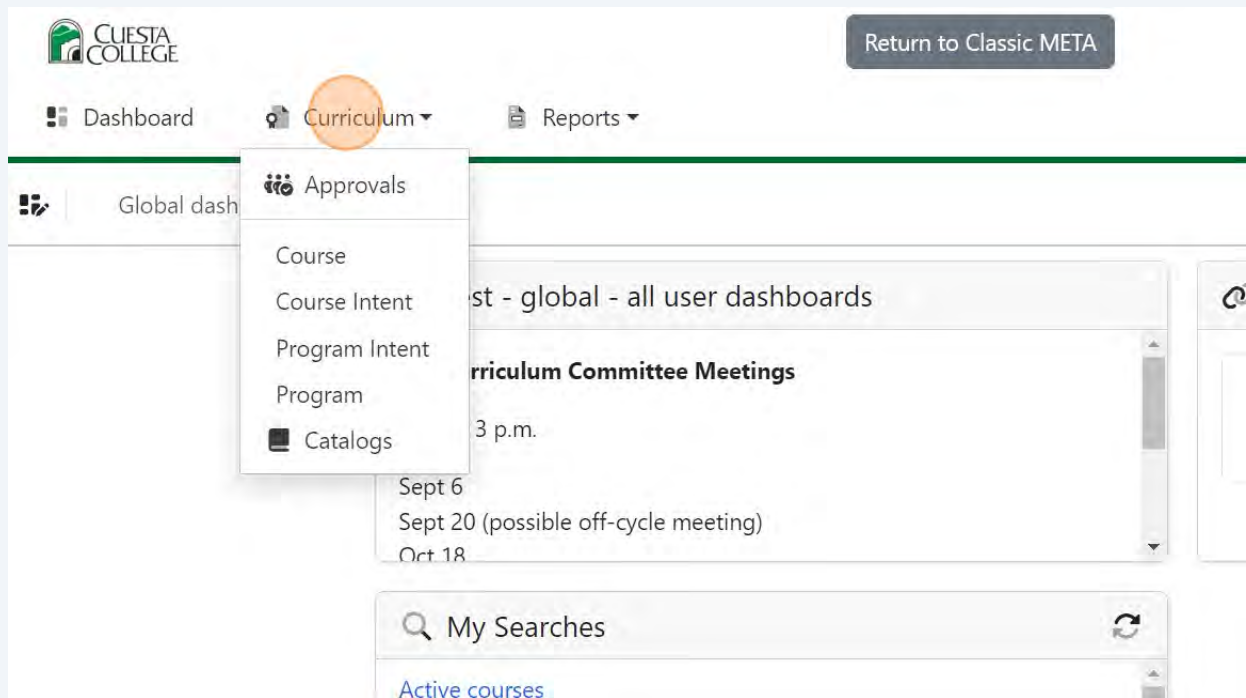
Creating a Degree/Certificate Modification Proposal (adding courses example) Scribe

1 Navigate to <https://cuesta.curriqunet.com/>

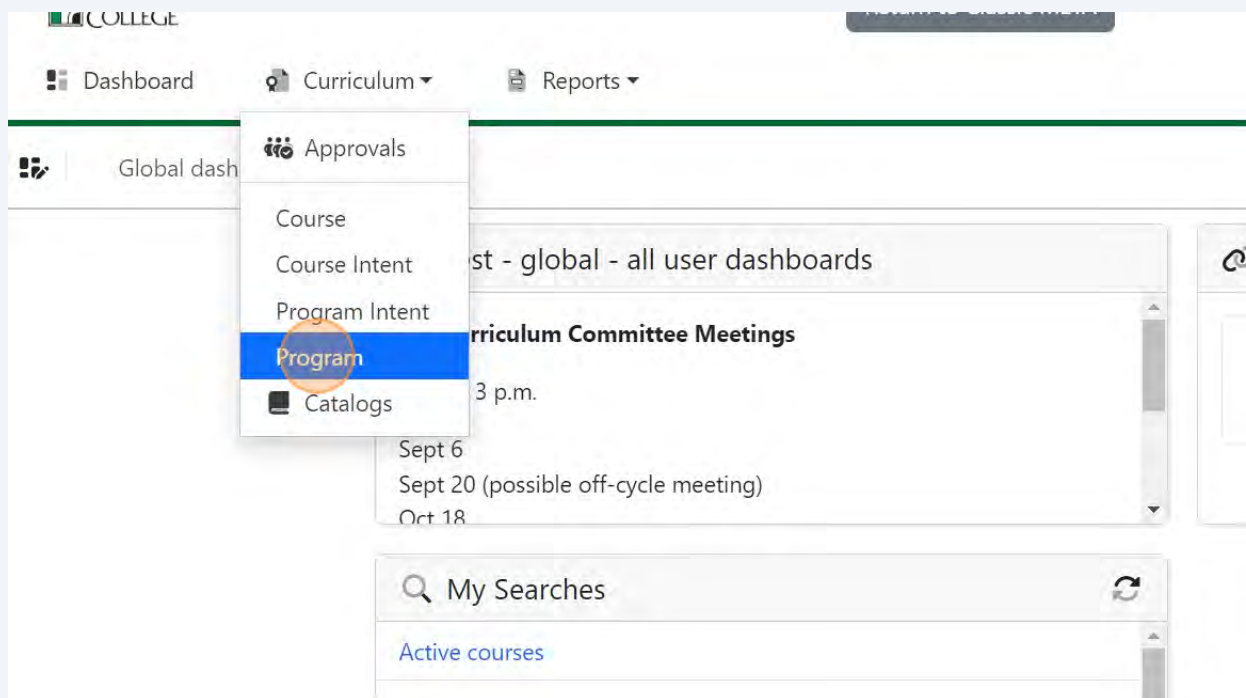
2 Click "Sign in to use currIQunet"



3 Click "Curriculum"



4 Click "Program"



5 Enter name of degree or certificate.

The screenshot shows the Cuesta College META interface. At the top, there is a navigation bar with 'Dashboard', 'Curriculum', and 'Reports' links. A 'Return to Classic META' button is in the top right. Below the navigation bar is a search section with a 'Search' label, a 'Programs' dropdown, and a 'Keyword Search' input field. Below the search bar is a filter section with a 'My Proposals' toggle and dropdowns for 'Organization', 'Award Type', 'Proposal Type', 'Status', and 'Output Fields'. The main content is a table with columns 'Department', 'Award Type', and 'Program Title'. The table contains three rows: two with 'Inactive' status and one with 'Engineering' department, 'Certificate of Specialization' award type, and 'AUTOCAD - LEVEL III INVENTOR' program title.

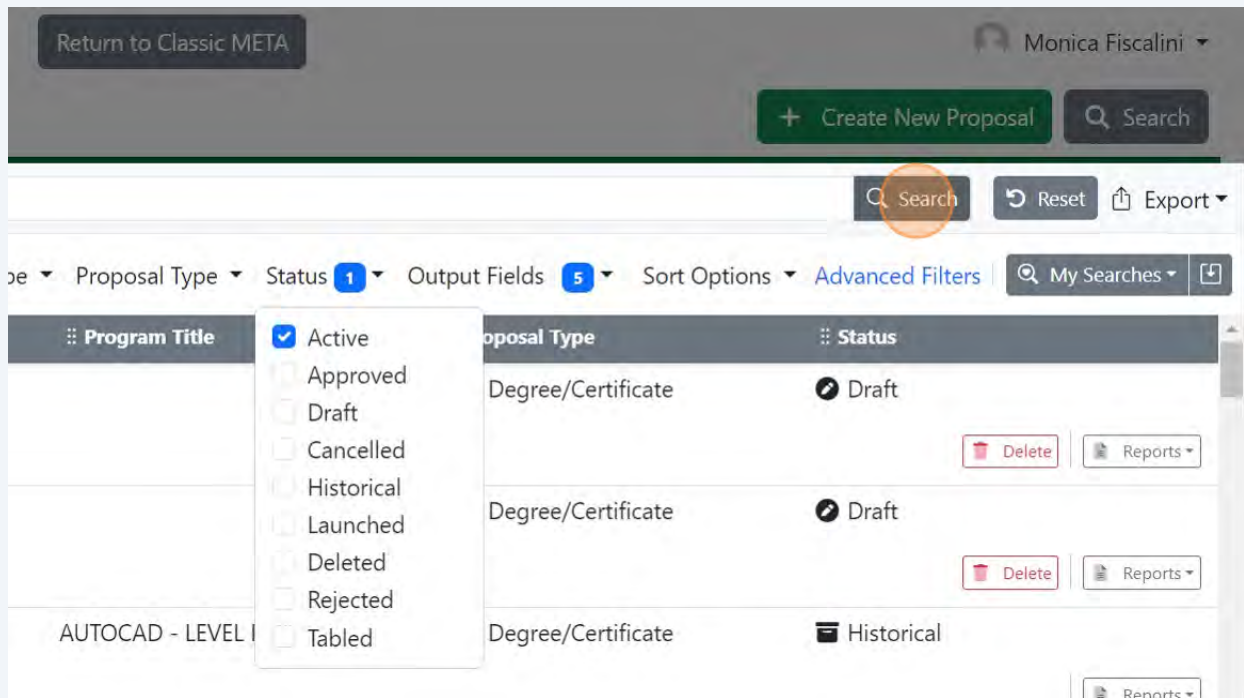
Department	Award Type	Program Title
Inactive	Inactive	
Inactive	Inactive	
Engineering	Certificate of Specialization	AUTOCAD - LEVEL III INVENTOR

6 Click the "Active" field under "Status".

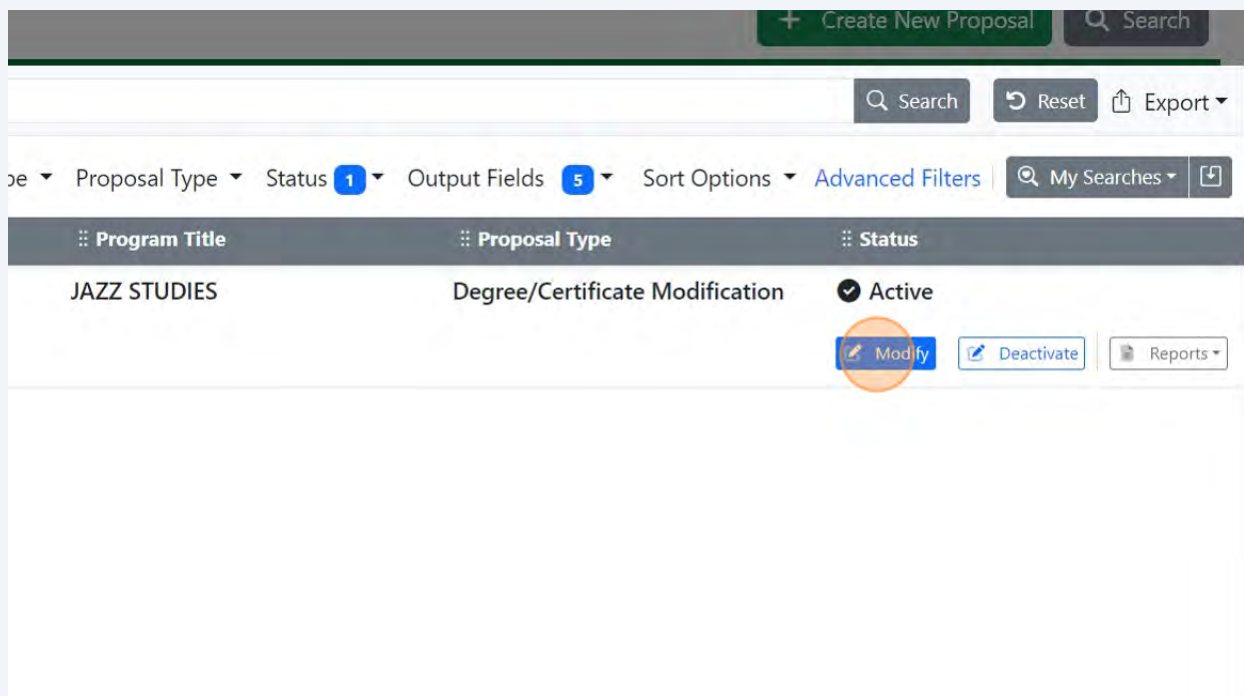
The screenshot shows the Cuesta College META interface with the 'Status' dropdown menu open. The dropdown menu lists several status options: 'Active' (checked), 'Approved', 'Draft', 'Cancelled', 'Historical', 'Launched', 'Deleted', 'Rejected', and 'Tabled'. The background shows a table with columns 'Award Type' and 'Program Title'. The table contains three rows: two with 'Inactive' status and one with 'Certificate of Specialization' award type and 'AUTOCAD - LEVEL III INVENTOR' program title.

Award Type	Program Title
Inactive	
Inactive	
Certificate of Specialization	AUTOCAD - LEVEL III INVENTOR

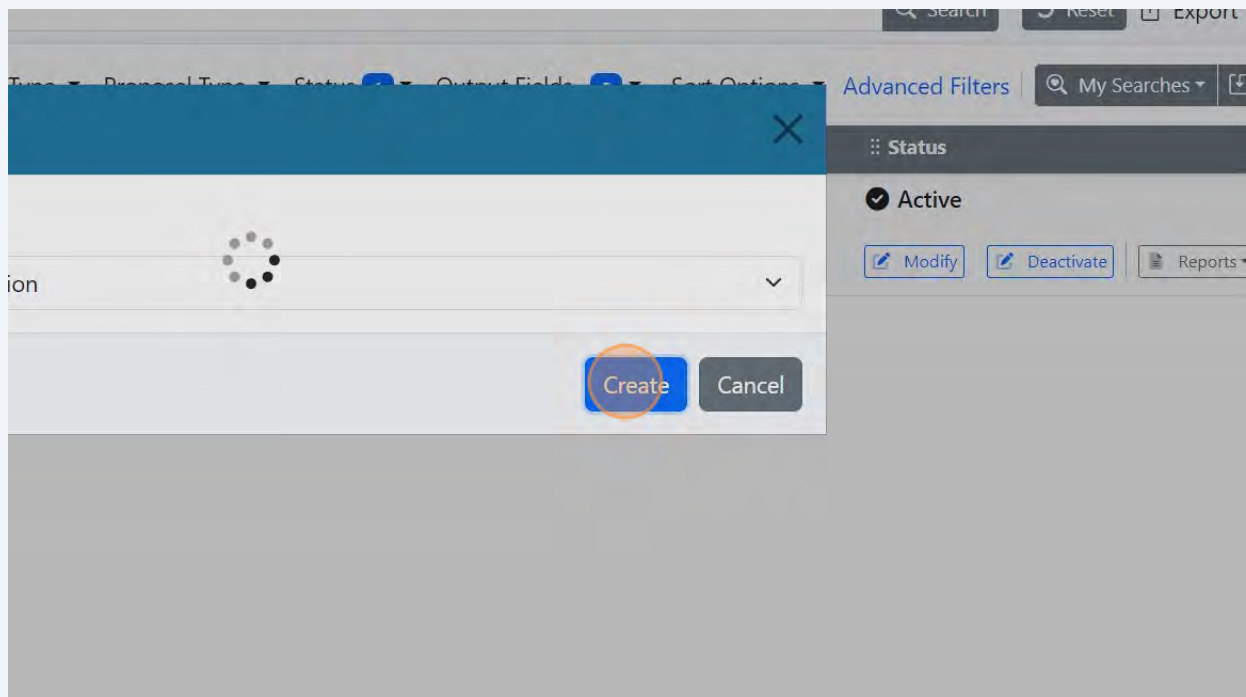
7 Click "Search"



8 Click "Modify"

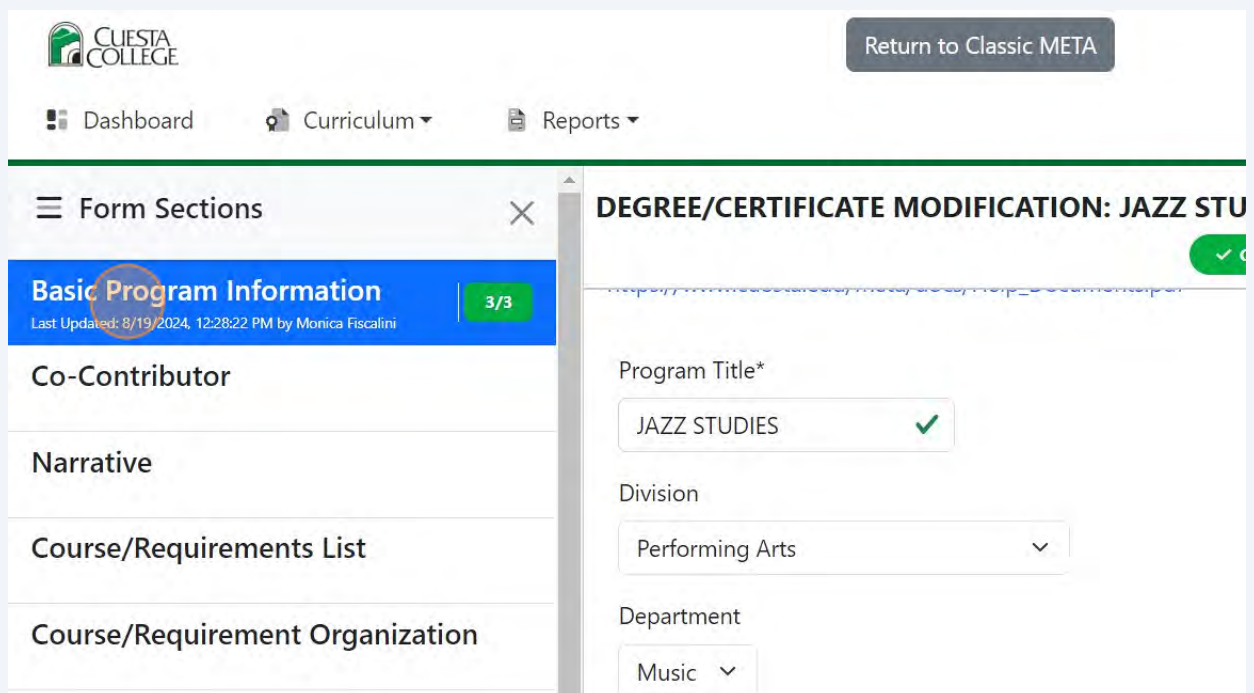


9 Select proposal type. Click "Create"



The screenshot shows a web application interface. At the top, there are tabs for 'Type', 'Proposal Type', 'Status', 'Output Fields', and 'Sort Options'. Below these, there is a search bar with 'Advanced Filters' and 'My Searches' options. A modal form is open, displaying a loading spinner and a 'Create' button, which is circled in orange. The background shows a 'Status' section with 'Active' selected and buttons for 'Modify', 'Deactivate', and 'Reports'.

10 Click "Basic Program Information". Update the "Justification for Proposal" field.



The screenshot shows the Cuesta College curriculum management system. The top navigation bar includes 'Dashboard', 'Curriculum', and 'Reports'. A 'Return to Classic META' button is visible. The left sidebar, titled 'Form Sections', lists 'Basic Program Information' (highlighted with an orange circle), 'Co-Contributor', 'Narrative', 'Course/Requirements List', and 'Course/Requirement Organization'. The main form area is titled 'DEGREE/CERTIFICATE MODIFICATION: JAZZ STUDIES'. It contains fields for 'Program Title*' (JAZZ STUDIES), 'Division' (Performing Arts), and 'Department' (Music). The 'Justification for Proposal' field is highlighted with an orange circle.

17 Click "Course/Requirements List" to add courses

Degree/Certificate Modification: JAZZ STUDIES - Associate in Arts

Status: Draft Remaining Launch Requirements: 0

Basic Program Information 3/3

Co-Contributor

Narrative

Course/Requirements List

Course/Requirement Organization

Program Learning Outcomes

Attach Files

Codes/Dates

Career Opportunities

This degree prepares students to work in the music industry or transfer to a four year college. Typical careers would include: live performance, recording, composition and teaching.

Program Credit Status

Fields marked with * are required

18 Click "Add"

on: JAZZ STUDIES - Associate in Arts

Remaining Launch Requirements: 0 Launch Delete Draft

Requirements List

→ Cuesta CurrIQunet Meta Help Page for help, instructions, and tutorials:
cuesta.edu/meta/docs/Help_Documents.pdf

List

+ Add

	Min Units: 8	Max Units: 8
	<input type="radio"/> Exclude <input type="radio"/> Override + Add	
MUS 204A - MUSIC THEORY II	Min Units: Max Units:	
	<input type="radio"/> Exclude <input type="radio"/> Override ✖ Remove	
MUS 205A - MUSICIANSHIP II	Min Units: Max Units:	
	<input type="radio"/> Exclude <input type="radio"/> Override ✖ Remove	

19 Click "Course"

on: JAZZ STUDIES - Associate in Arts

Remaining Launch Requirements: 0 Launch Delete Draft

Requirements List

→ Cuesta CurrIQunet Meta Help Page for help, instructions, and tutorials:
[esta.edu/meta/docs/Help_Documents.pdf](https://www.cuesta.edu/meta/docs/Help_Documents.pdf)

List

+ Add

Course

Group

Non-Course Requirement

MUS 204A - MUSIC THEORY II

☐ Exclude ☐ Override ☐ Remove

MUS 205A - MUSICIANSHIP II

Min Units: Max Units:

☐ Exclude ☐ Override ☐ Remove

20 Click icon on right to select new course.

Degree/Certificate Modification: JAZZ STUDIES - Associate in Arts

Status: Draft Remaining Launch Requirements

Basic Program Information 3/3

Co-Contributor

Narrative

Course/Requirements List

Course/Requirement Organization

Program Learning Outcomes

Attach Files

Codes/Dates

Course/Requirements List

Please visit the Cuesta CurrIQunet Meta Help Page for help, instructions, and tutorials:
https://www.cuesta.edu/meta/docs/Help_Documents.pdf

Course List

⌵

⌵

⌵

⌵ MUS 204A - MUSIC THEORY II

Fields marked with * are required

21 Select Discipline from dropdown.

Degree/Certificate Modification: JAZZ STUDIES - Associate in Arts

Status: Draft Remaining Launch Requirements: 0

Basic Program Information **3/3**

Co-Contributor

Narrative

Course/Requirements List

Course/Requirement Organization

Program Learning Outcomes

Attach Files

Codes/Dates

Course/Requirements List

Please visit the Cuesta CurrIQunet Meta Help Page for help, instructions, and tutorials:
https://www.cuesta.edu/meta/docs/Help_Documents.pdf

Course List

⊕ ⊞

Discipline

Course

Fields marked with * are required

22 Select Course from dropdown.

Degree/Certificate Modification: JAZZ STUDIES - Associate in Arts

Status: Draft Remaining Launch Requirements: 0 Launch

Program Information **3/3**

Contributor

Requirements List

Requirement Organization

Learning

es

es

⊕ ⊞

Min Units: Max Un

Exclude

Override

Discipline

MUS - Music

Course

☐ Include this course in outcome mapping.

⊕ ⊞

Min Units: 8 Max Un

Exclude

Override

Fields marked with * are required

- 23 Click "Include this course in outcome mapping" if desired.

Degree/Certificate Modification: JAZZ STUDIES - Associate in Arts

Status: Draft Remaining Launch Requirements

Basic Program Information 3/3

Co-Contributor

Narrative

Course/Requirements List

Course/Requirement Organization

Program Learning Outcomes

Attach Files

Codes/Dates

Discipline

MUS - Music

Course

MUS 210 - SONGWRITING I - Active

☐ Include this course in outcome mapping.

Fields marked with * are required

- 24 Repeat as necessary to add additional courses.

25 Click "Course/Requirement Organization"

Degree/Certificate Modification: JAZZ STUDIES - Associate in Arts

Status: Draft Remaining Launch Requirements

Basic Program Information 3/3

Co-Contributor

Narrative

Course/Requirements List

Course/Requirement Organization

Program Learning Outcomes

Attach Files

Codes/Dates

Discipline

MUS - Music

Course

MUS 210 - SONGWRITING I - Active

☒ Include this course in outcome mapping.

⌵ ⌵

⌵ ⌵ MUS 204A - MUSIC THEORY II

Fields marked with * are required

26 Click icon on the right, for example, to add MUS 210 added in previous steps to the area "Plus 8 credits from the following".

JAZZ STUDIES - Associate in Arts

Status: Active View Proposal History

Basic Program Information

Co-Contributor

Narrative

Course/Requirements List

Course/Requirement Organization

Program Learning Outcomes

Attach Files

Codes/Dates

Course/Requirement Organization

Please visit the Cuesta CurrIQnet Meta Help Page for help, instructions, and tutorials:
https://www.cuesta.edu/meta/docs/Help_Documents.pdf

☰ **Course Block Definitions**

⌵ ⌵ Required Courses (22 credits)

⌵ ⌵ **Plus 8 credits from the following:**

⌵ ⌵ **Plus 4 credits from the following:**

Fields marked with * are required

27 Click "Edit Program Courses"

JAZZ STUDIES - Associate in Arts

Status: Active [View Proposal History](#)

Basic Program Information
Co-Contributor
Narrative
Course/Requirements List
Course/Requirement Organization
Program Learning Outcomes
Attach Files
Codes/Dates

Program Courses

[Edit Program Courses](#)

Plus 4 credits from the following:

Fields marked with * are required

28 Click "Add"

Monica_Fiscalini@cuesta.edu

10

Create Proposal

on: JAZZ STUDIES - Associate in Arts

Remaining Launch Requirements: 0 [Launch](#) [Delete Draft](#)

[+ Add](#)

224A - BEGINNING VOCAL JAZZ WORKSHOP	Min Units: 2	Max Units: 2	<input type="checkbox"/> Exclude <input type="checkbox"/> Override <input checked="" type="checkbox"/> Remove
224B - INTERMEDIATE VOCAL JAZZ WORKSHOP	Min Units: 2	Max Units: 2	<input type="checkbox"/> Exclude <input type="checkbox"/> Override <input checked="" type="checkbox"/> Remove
238 - MUSIC APPRECIATION: JAZZ HISTORY	Min Units: 3	Max Units: 3	<input type="checkbox"/> Exclude <input type="checkbox"/> Override <input checked="" type="checkbox"/> Remove
257 - ELEMENTARY PIANO FOR MUSICIANS	Min Units: 2	Max Units: 2	

29 Click "Course Requirement"

The screenshot shows the 'Degree/Certificate Modification: JAZZ STUDIES - Associate in Arts' page. The user is logged in as Monica_Fiscalini@cuesta.edu. The 'Approvals' tab is active, showing 10 items. The 'Create Proposal' button is visible. The 'Remaining Launch Requirements' are 0. The 'Launch' and 'Delete Draft' buttons are present. The '+ Add' button is highlighted. The dropdown menu is open, showing 'Course Requirement' (highlighted), 'Group', and 'Non-Course Requirement'. The list of courses includes: 224A - BEGINNING VOCAL JAZZ WORKSHOP, 224B - INTERMEDIATE VOCAL JAZZ WORKSHOP, 238 - MUSIC APPRECIATION: JAZZ HISTORY, and 257 - ELEMENTARY PIANO FOR MUSICIANS. Each course has 'Exclude', 'Override', and 'Remove' options, along with 'Min Units' and 'Max Units'.

30 Click icon on right.

The screenshot shows the 'Degree/Certificate Modification: JAZZ STUDIES - Associate in Arts' page. The user is logged in as Monica_Fiscalini@cuesta.edu. The 'Approvals' tab is active, showing 10 items. The 'Create Proposal' button is visible. The 'Remaining Launch Requirements' are 0. The 'Launch' and 'Delete Draft' buttons are present. The '+ Add' button is highlighted. The dropdown menu is open, showing 'Course Requirement' (highlighted), 'Group', and 'Non-Course Requirement'. The list of courses includes: 224A - BEGINNING VOCAL JAZZ WORKSHOP, 224B - INTERMEDIATE VOCAL JAZZ WORKSHOP, 238 - MUSIC APPRECIATION: JAZZ HISTORY, and 257 - ELEMENTARY PIANO FOR MUSICIANS. Each course has 'Exclude', 'Override', and 'Remove' options, along with 'Min Units' and 'Max Units'. The 'Return' icon is highlighted.

31 Select course from dropdown.

Degree/Certificate Modification: JAZZ STUDIES - Associate in Arts

Status: Draft Remaining Launch Requirement

Basic Program Information 3/3

Co-Contributor

Narrative

Course/Requirements List

Course/Requirement Organization

Program Learning Outcomes

Attach Files

Codes/Dates

Fields marked with * are required

[Return](#)

Course

Course Detail

Requisites & Advisories

General Education

Cuesta General Education

IGETC

CSU GE

32 Course has been added to grouping. Courses can be dragged and reordered using the icon on the left.

Degree/Certificate Modification: JAZZ STUDIES - Associate in Arts

Status: Draft Remaining Launch Requirement

Comparison 3/3

All Fields

Program Narrative

Program Outcome

Program Pathway

Program Summary

Course/Requirement Organization

Program Learning Outcomes

Attach Files

Codes/Dates

Fields marked with * are required

[Return](#)

Course/Requirement Organization

Please visit the Cuesta CurrIQunet Meta Help Page for help, instructions, and tutorials:
https://www.cuesta.edu/meta/docs/Help_Documents.pdf

Program Courses for

MUS 210 - SONGWRITING I

Course

MUS 210 - SONGWRITING I

Course Detail

Requisites & Advisories

33 Click "Launch" or keep in draft form to return to later.

Monica_Fiscalini@cuesta.edu

10

Curriculum Approvals

Create Proposal

on: JAZZ STUDIES - Associate in Arts

Remaining Launch Requirements: 0

Launch

Delete Draft

Requirement Organization

» Cuesta CurriQunet Meta Help Page for help, instructions, and tutorials:
cuesta.edu/meta/docs/Help_Documents.pdf

n Courses for

+ Add

210 - SONGWRITING I	Min Units: 3	Max Units: 3	<input type="checkbox"/> Exclude <input type="checkbox"/> Override <input type="checkbox"/> Remove
224A - BEGINNING VOCAL JAZZ WORKSHOP	Min Units: 2	Max Units: 2	<input type="checkbox"/> Exclude <input type="checkbox"/> Override <input type="checkbox"/> Remove