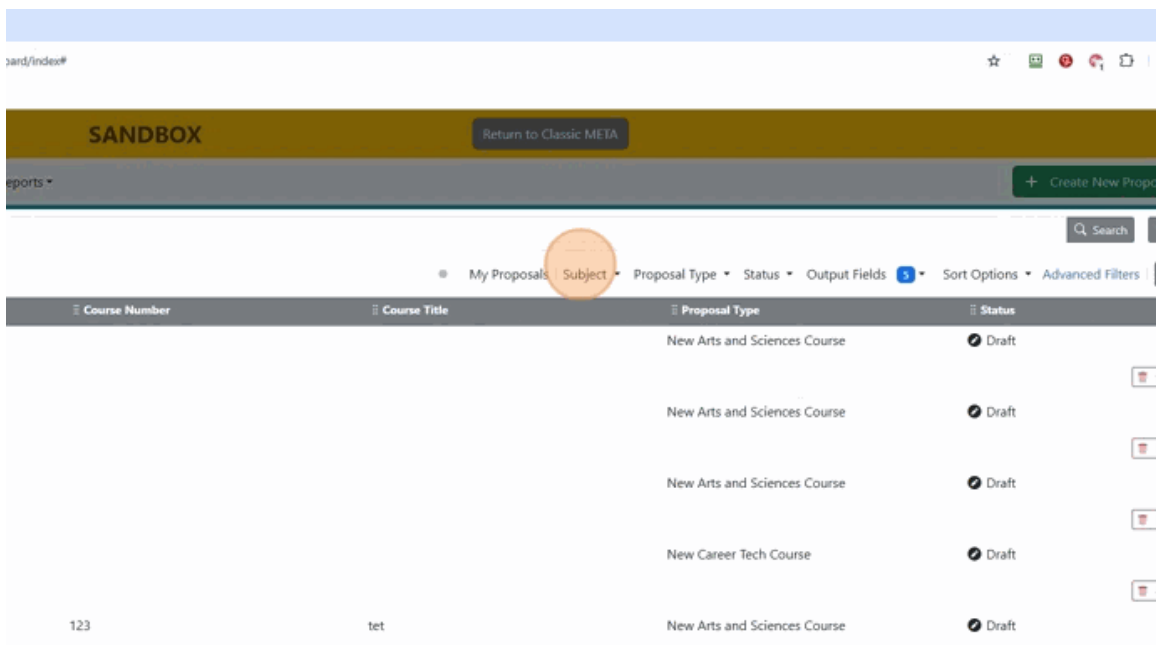## Course Modification (Routine or Significant) in CurriQunet

This guide provides the process for modifying courses in CurriQunet. By following the outlined steps, users can efficiently navigate the system to implement routine or significant changes to course offerings.

1. Login to **cscc.curriculum.com**. Enter your **Columbus State email address** and **CurriQunet password** (note: this is *not* your CSCC network password).
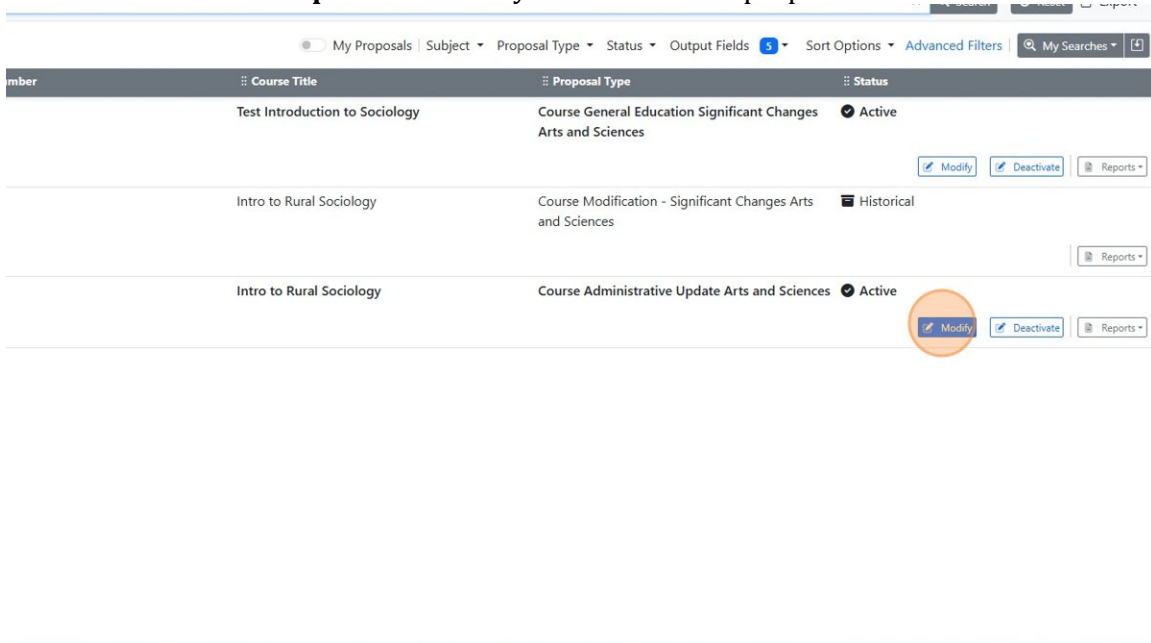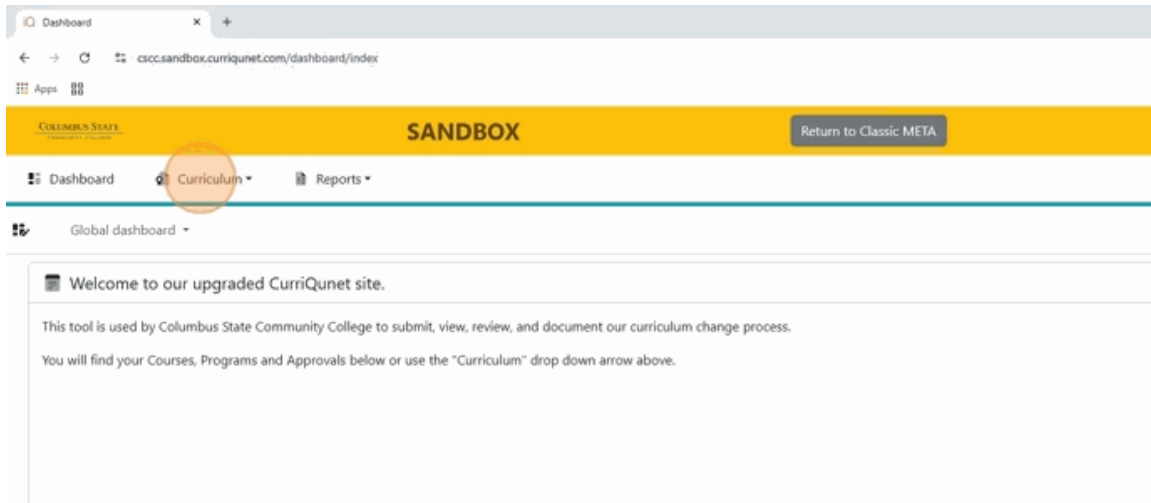

2. From the top menu, click **Curriculum → Course.** Use the **Search bar** or available **filters** (Organization, Subject, Proposal Type, etc.) to find the course you want to modify. Click **Search** to display results. Select the course you wish to update.
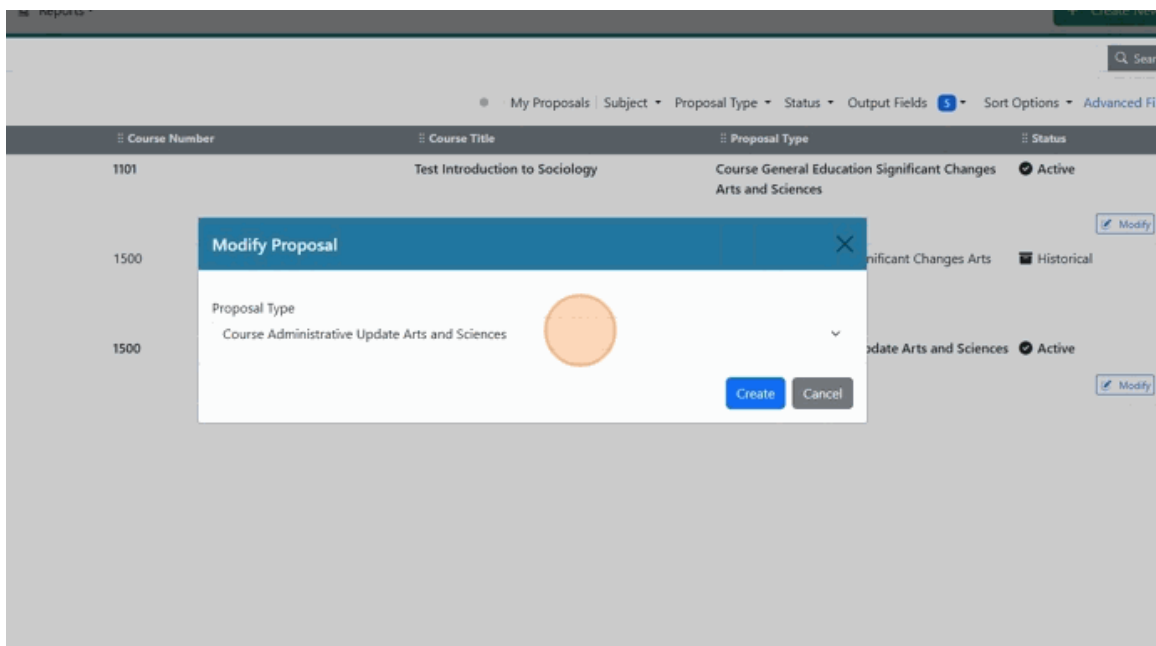
Course Modification (Routine or Significant) in CurriQunet

3. If the course is **active and eligible for modification**, a **Modify** button will appear in the lower-right corner. Click **Modify** to start a new proposal. When prompted, select whether this is a **Routine** or **Significant** change.
   a. To determine which type applies, consult the [Routine and Significant changes guide](#) on the Curriculum Management website.
4. Click **Create Proposal** to launch your modification proposal.

5. Each course proposal follows a standard format. Review all sections carefully and update as appropriate:
   a. **Pre-Proposal**

Course Modification (Routine or Significant) in CurriQunet

   b. General Course Information

Course Modification (Routine or Significant) in CurriQunet

     c. **Review or edit the Impact Report to assess dependencies.** The impact report will showcase how a course is utilized in other programs and courses.

6. Continue to update the follow sections until completed:
    a. **Course Type**
    b. **Requisites**
    c. **Course Restrictions.**
    d. **Fees**
    e. **Technical Non Technical, and General Education Requirements**
    f. **Transferability**
    g. **Equivalent Courses**
    h. **Student Learning Outcomes**
    i. **Units of Instruction**
    j. **Course Materials**
    k. **Attached Files**

7. Click Launch to officially place your proposal in the curriculum review process

Course Modification (Routine or Significant) in CurriQunet

8. Users can compare versions of the course by running a "**Report**". Click the Reports option and select the type of report you'd like to run. Most users run the "**Abridged Comparison**".

Course Modification (Routine or Significant) in CurriQunet

9. Once the report runs, you can see on the left the original version with areas that were changed in **Red**. On the left are areas as they are changed in **Green**.

Course Modification (Routine or Significant) in CurriQunet

10. You can always check the status of a proposal by going into the **View Proposal History** area.
    a. This area allows you to see the **History, Status, Level Summary**, and any relevant attachments to the proposal.

:: Dashboard   Curriculum ▾   Reports ▾

Proposal Launched

Course Modification - Significant Changes Arts and Sciences: SOC1500 - Intro to Rural Sociology

View Course Proposal

Take action as an administrator

Select One   ⌄   OK

Click here to administratively move proposal to new level
By clicking above link you will be moving the proposal to the level you select and it will automatically skip anyone it is currently waiting on. The action will be recorded.

| History | Status | Level Summary | Attachments |

Action Date	Step	Step Type	User Fullname	Action
	Curriculum Management	Required	Jeff Akers	Pending
	Curriculum Management	Required	Laurie Johns	Pending
10/7/2025 12:21:07 PM	Originator	Required	Jeff Akers	Launch

11. Exit out of a proposal by clicking "**Dashboard**".

⠿ Apps ▦

COLUMBUS STATE   **SANDBOX**   Return to Classic META

:: Dashboard   Curriculum ▾   Reports ▾

Proposal Launched

Course Modification - Significant Changes Arts and Sciences: SOC1500 - Intro to Rural Sociology

View Course Proposal

Take action as an administrator

Select One   ⌄   OK

Click here to administratively move proposal to new level
By clicking above link you will be moving the proposal to the level you select and it will automatically skip anyone it is currently waiting on. The action will be recorded.

| History | Status | Level Summary | Attachments |

Select file(s) to upload

Choose Files   No file chosen   ☁ Upload

There are no attachments