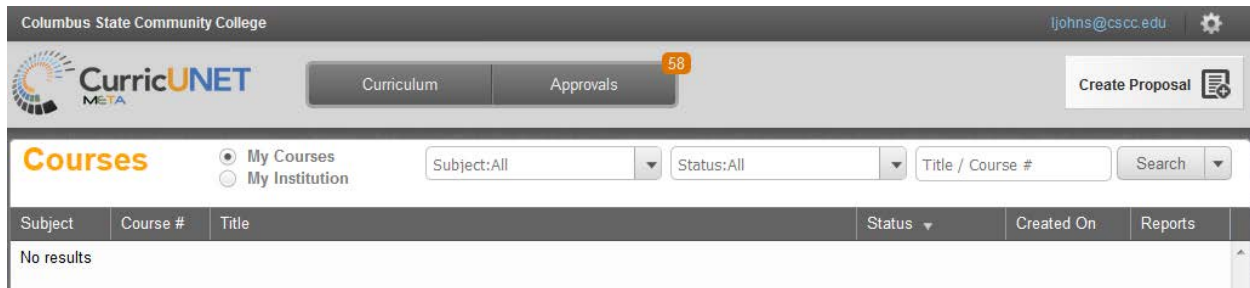# Viewing Courses and Programs in CurricUNET

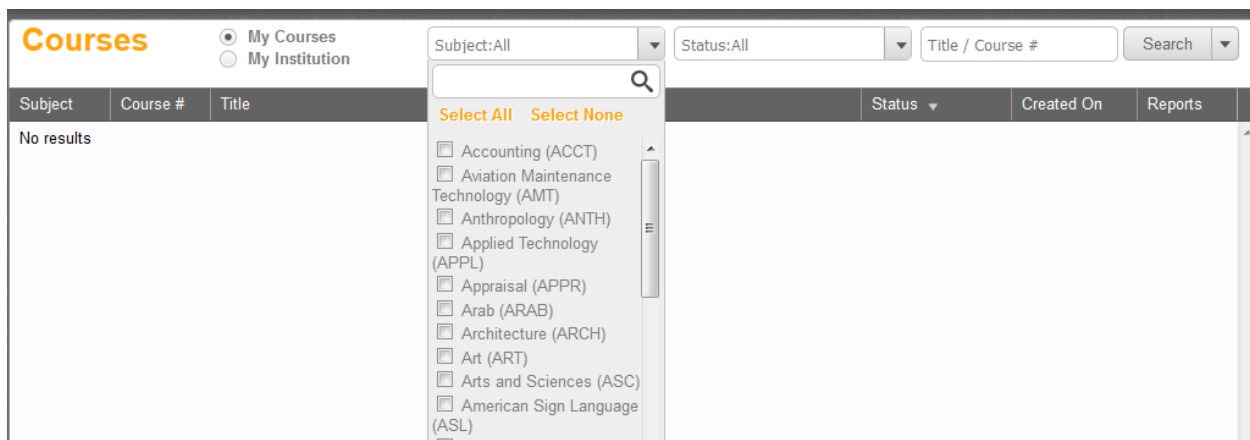Once you have logged in you will be on the Course Landing Page

Remember that the tool is a database and what you are looking at is a dashboard so you must remember any time you do a search to tell the tool what you are looking for and then hit the "Search" button.

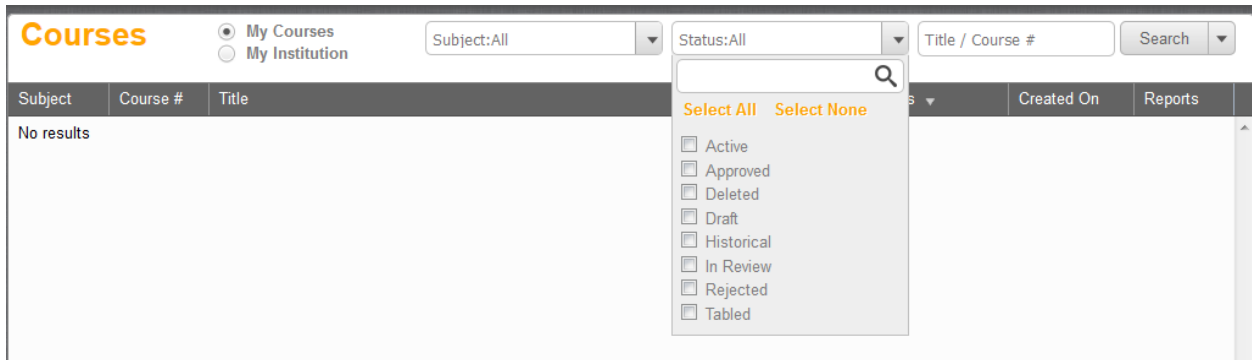## Key Items to remember for a Course Search

The system will set itself on "My Courses" which allows you to find courses that you have originated.

Switch the radio button to "My Institution" if you are interested in finding any course.
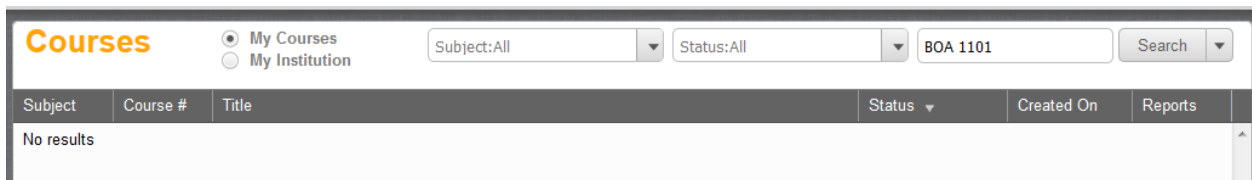
The Tool allows you to do a Subject search, you must click in the box beside the subject you are interested in viewing.

It will allow you to search on the status of a course

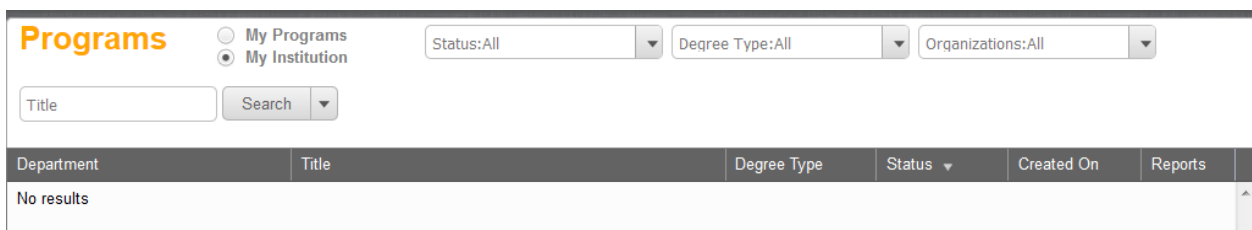You can search for an actual course that you know the alpha and numeric for

Or you can do a search using multiple items – just remember to hit the "SEARCH" button once you are ready to pull the data.
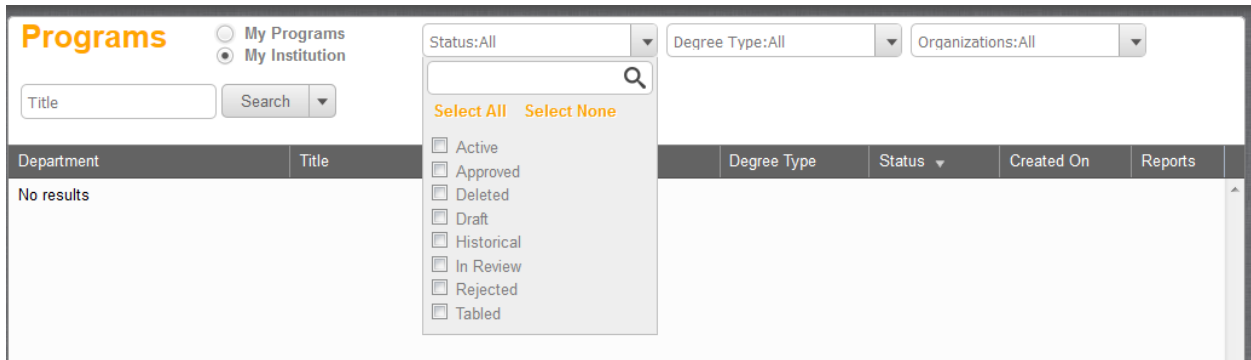
Key Items to remember for a Program Search

You can switch from Courses to Programs searches using the drop down on the "Curriculum" button.
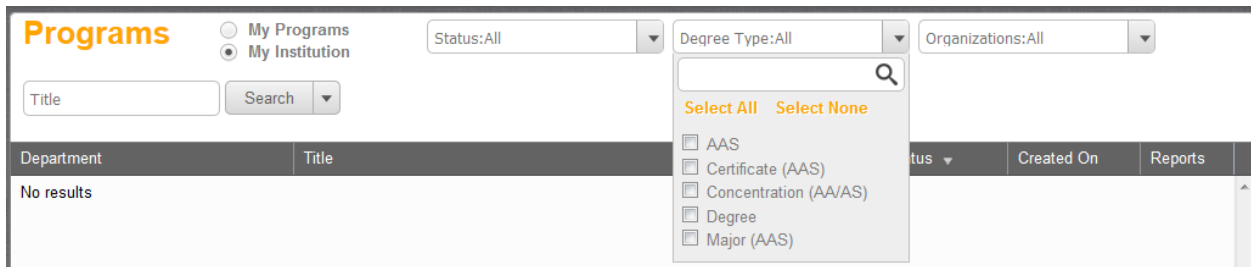

Once in the Programs search area remember your "My Programs" vs. "My Institution" selection
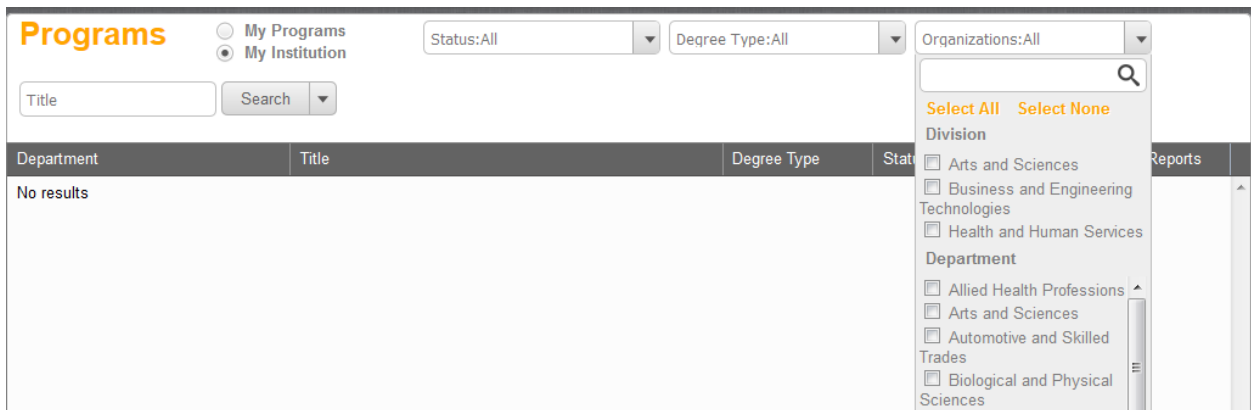
Again, you have options to search by, the first being the status of the program

Programs ○ My Programs ● My Institution

Status:All ▼   Degree Type:All ▼   Organizations:All ▼

[Title] [Search ▼]

Select All Select None
- ☐ Active
- ☐ Approved
- ☐ Deleted
- ☐ Draft
- ☐ Historical
- ☐ In Review
- ☐ Rejected
- ☐ Tabled

Department	Title	Degree Type	Status ▼	Created On	Reports
No results					

You can search by certificate or degree

Programs ○ My Programs ● My Institution

Status:All ▼   Degree Type:All ▼   Organizations:All ▼

[Title] [Search ▼]

Select All Select None
- ☐ AAS
- ☐ Certificate (AAS)
- ☐ Concentration (AA/AS)
- ☐ Degree
- ☐ Major (AAS)

Department	Title		tus ▼	Created On	Reports
No results					

You can search by the Organization the program falls under

Programs ○ My Programs ● My Institution

Status:All ▼   Degree Type:All ▼   Organizations:All ▼

[Title] [Search ▼]

Select All Select None
Division
- ☐ Arts and Sciences
- ☐ Business and Engineering Technologies
- ☐ Health and Human Services

Department
- ☐ Allied Health Professions
- ☐ Arts and Sciences
- ☐ Automotive and Skilled Trades
- ☐ Biological and Physical Sciences

Department	Title	Degree Type	Stat	Reports
No results				

You can search by a word in the title

Or you can search by a combination of fields – just remember that the narrower you define your search you must be spot on or you won't find what you are looking for.

Final reminder, after you tell it what you want to search for – don't forget to hit the "SEARCH" button.