FSCC New Course Flowchart

Step 1
Pre-Proposal Paperwork

- **Complete NSHE CCN Addition / Change Form.**

1. Check with Registrar if you need a number not already in use.

2. Email completed CCN form to all NSHE Registrars.

3. Registrars have 10 business days to respond.

4. Combine CCN form and all correspondence into one PDF file.

- **Complete a syllabus for the new course.**

Step 2
Curricunet

- **Log into Curricunet.**

https://csn.curricunet.com

Log in using your active directory username and password.

1. Create a "New" Course Proposal and complete all proposal fields – proposal will show as "Draft."

2. Attach CCN form and Syllabus.

3. Launch your proposal – proposal will now show as "In Review."

4. Proposal will then go through 6 levels of approval.

Step 3
Approval Levels

1. Dept. Chair

2. Registrar and Librarian

3. Dean

4. School Curriculum Advisory Committee (SCAC)

5. FSCC Screening Committee

6. Faculty Senate Curriculum Committee

- *Any level can request the originator make changes.*

Step 4
After FSCC Approval

- **FSCC Chair signs CCN form and it is sent to the NSHE System Office.**

- **Office of Curriculum & Scheduling marks proposal in Curricunet with date of implementation – proposal will now say approved.**

Step 5
MyCSN and Catalog

- **Course is added to MyCSN with implementation date.**

- **Office of Curriculum & Scheduling adds course to proper catalog year.**

FSCC Modify Course Flowchart

Step 1
Pre-Proposal Paperwork

- **Complete NSHE CCN Addition / Change Form if you are changing:**

  A. Course Prefix
  B. Course Number
  C. Course Title
  D. Course Prefix

  1. Check with Registrar if you are changing to a number not already in use.

  2. Email completed CCN form to all NSHE Registrars.

  3. Registrars have 10 business days to respond.

  4. Combine CCN form and all correspondence into one PDF file.

- **Complete a syllabus for the modified course.**

  If your proposal does not include any of items A-D, skip to step 2.

Step 2
Curricunet

- **Log into Curricunet.**

  https://csn.curricunet.com

  Log in using your active directory username and password.

  1. Create a "Modify" Course Proposal and complete all proposal fields – proposal will show as "Draft."

  2. Attach CCN form and Syllabus (if needed – see step #1).

  3. Launch your proposal – proposal will now show as "In Review."

  4. Proposal will then go through 6 levels of approval.

Step 3
Approval Levels

  1. Dept. Chair

  2. Registrar

  3. Dean

  4. School Curriculum Advisory Committee (SCAC)

  5. FSCC Screening Committee

  6. Faculty Senate Curriculum Committee

- *Any level can request the originator make changes.*

Step 4
After FSCC Approval

- **FSCC Chair signs CCN form and it is sent to the NSHE System Office.**

- **Office of Curriculum & Scheduling marks proposal in Curricunet with date of implementation – proposal will now say approved.**

Step 5
MyCSN and Catalog

- **Course is added to MyCSN with implementation date.**

- **Office of Curriculum & Scheduling adds course to proper catalog year.**

FSCC Deactivate Course Flowchart

Step 1
Pre-Proposal Paperwork

- **Complete NSHE CCN Deletion Form.**
- *This form DOES NOT get sent the NSHE Registrars.*

Step 2
Curricunet

- **Log into Curricunet.**

  https://csn.curricunet.com

  Log in using your active directory username and password.

  1. Create a "Deactivate" Course Proposal and complete just the "Rationale" field on the course cover page – proposal will show as "Draft."

  2. Attach CCN form.

  3. Launch your proposal – proposal will now show as "In Review."

  4. Proposal will then go through 6 levels of approval.

Step 3
Approval Levels

  1. Dept. Chair

  2. Registrar

  3. Dean

  4. School Curriculum Advisory Committee (SCAC)

  5. FSCC Screening Committee

  6. Faculty Senate Curriculum Committee

- *Any level can request the originator make changes.*

Step 4
After FSCC Approval

- **FSCC Chair signs CCN form and it is sent to the NSHE System Office.**
- **Office of Curriculum & Scheduling marks proposal in Curricunet with date of implementation – proposal will now say approved.**

Step 5
MyCSN and Catalog

- **Course is added to MyCSN with implementation date.**
- **Office of Curriculum & Scheduling removes course from proper catalog year.**

FSCC New Degree/Certificate Flowchart

Step 1
Pre-Proposal Paperwork

- **Complete NSHE Program Proposal Form and New Program Budget Projection Form.**

- **Complete guided pathway and GE required / recommended documents.**

- Make sure your proposed degree is already on the CSN Academic Master Plan and/or has CSN VPAA support.

If you are creating a new concentration of an existing degree, you may skip the NSHE Program Proposal and New Program Budget Projection forms.

Step 2
Curricunet

- **Log into Curricunet.**

https://csn.curricunet.com

Log in using your active directory username and password.

1. Create a "New" Degree Proposal and complete all proposal fields – proposal will show as "Draft."

2. Attach NSHE Program Proposal and Program Budget Projection forms and / or guided pathway and GE required / recommended documents.

3. Launch your proposal – proposal will now show as "In Review."

4. Proposal will then go through 7 levels of approval.

Step 3
Approval Levels

1. Dept. Chair

2. Registrar and Librarian

3. Dean

4. School Curriculum Advisory Committee (SCAC)

5. FSCC Screening Committee

6. Faculty Senate Curriculum Committee

7. NSHE System Office

- *Any level can request the originator make changes.*

Step 4
After FSCC Approval

- **CSN VPAA is alerted proposal has cleared CSN curriculum process and may now be taken to Academic Affairs Council for Approval.**

- Certificates approved by Academic Affairs Council move to next step.

- Degree only go to BoR only if approved by Academic Affairs Council.

- **New concentrations of existing degrees skip this portion of the process and Office of Curriculum & Scheduling marks proposal in Curricunet with date of implementation – proposal will now say approved.**

Step 5
MyCSN and Catalog

- **Degree or certificate is added to MyCSN with implementation date.**

- **Office of Curriculum & Scheduling adds degree or certificate to proper catalog year.**

FSCC Modify Degree/Certificate Flowchart

Step 1
Pre-Proposal Paperwork

- Complete NSHE Program Name Change Form if you are changing the name of the degree or certificate.

- Complete guided pathway and GE required / recommended documents.

If your proposal does not include a name change, you may skip the NSHE Program Name Change Form only.

Step 2
Curricunet

- Log into Curricunet.

https://csn.curricunet.com

Log in using your active directory username and password.

1. Create a "Modify" Degree Proposal and complete all proposal fields – proposal will show as "Draft."

2. Attach Program Name Change Form and / or guided pathway and GE required / recommended documents

3. Launch your proposal – proposal will now show as "In Review."

4. Proposal will then go through 6 levels of approval.

Step 3
Approval Levels

1. Dept. Chair

2. Registrar

3. Dean

4. School Curriculum Advisory Committee (SCAC)

5. FSCC Screening Committee

6. Faculty Senate Curriculum Committee

- *Any level can request the originator make changes.*

Step 4
After FSCC Approval

- NSHE Program Name Change Form is sent to the NSHE System Office and waits for Academic Affairs Council approval.

- If no name change, Office of Curriculum & Scheduling marks proposal in Curricunet with date of implementation – proposal will now say approved.

Step 5
MyCSN and Catalog

- Degree or certificate is modified in MyCSN with implementation date.

- Office of Curriculum & Scheduling modifies the degree or certificate in the proper catalog year.

FSCC Deactivate Degree/Certificate Flowchart

Step 1
Pre-Proposal Paperwork

- Complete NSHE Program Deletion Form.

Step 2
Curricunet

- Log into Curricunet.

https://csn.curricunet.com

Log in using your active directory username and password.

1. Create a "Deactivate" Program Proposal and complete just the "Justification" field on the program cover page – proposal will show as "Draft."

2. Attach NSHE Program Deletion Form.

3. Launch your proposal – proposal will now show as "In Review."

4. Proposal will then go through 6 levels of approval.

Step 3
Approval Levels

1. Dept. Chair

2. Registrar

3. Dean

4. School Curriculum Advisory Committee (SCAC)

5. FSCC Screening Committee

6. Faculty Senate Curriculum Committee

- *Any level can request the originator make changes.*

Step 4
After FSCC Approval

- NSHE Program Deletion Form is sent to the NSHE System Office.

- Office of Curriculum & Scheduling marks proposal in Curricunet with date of implementation – proposal will now say approved.

Step 5
MyCSN and Catalog

- Degree or certificate is made inactive in MyCSN with implementation date.

- Office of Curriculum & Scheduling removes degree or certificate from proper catalog year.