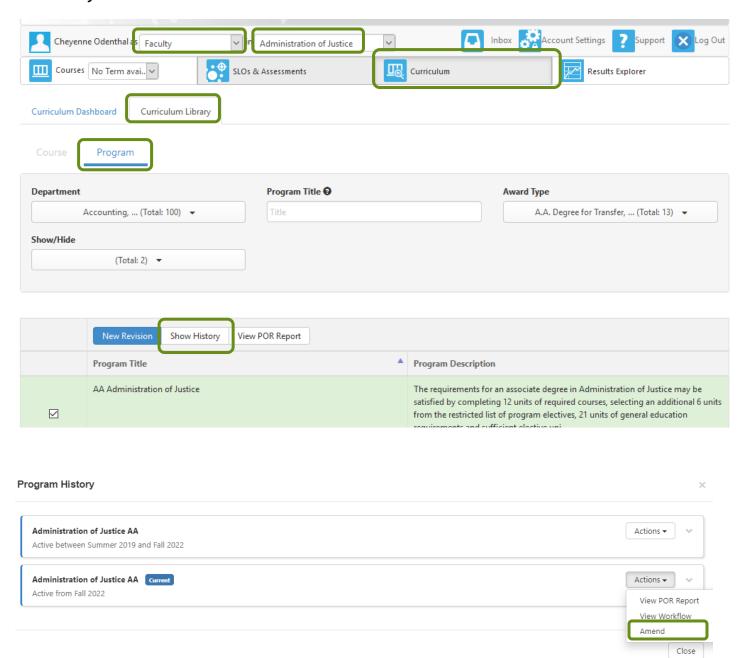# AMEND PROGRAM REVISION

Step 1: Once you have logged in, select the faculty role from the drop down menu. This drop down menu will list all roles assigned to you.
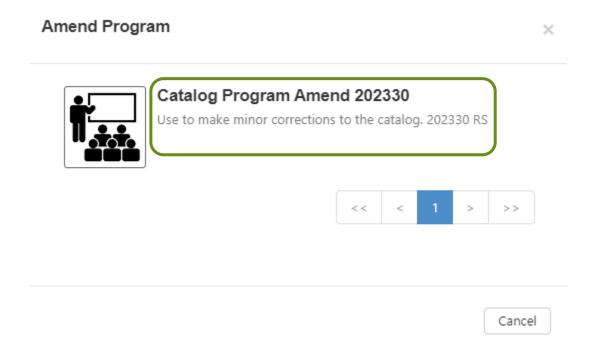
You will then select the Discipline you will be working in. This drop down menu will only have the disciplines you are assigned to in this role.

Select the Curriculum tab, follwed by the Curriculum Library tab.

Select the program tab then select the program you want to amend, "Show History" and lastly the "Amend" button.

Step 2: After selecting the "Amend" button a window will appear. Select the workflow.

Amend Program ✕

Catalog Program Amend 202330
Use to make minor corrections to the catalog. 202330 RS

| << | < | **1** | > | >> |

Cancel

Step 3: Make the necessary revisions and submit!

NOTE Substantial modifications (changes to courses, units, etc.) will not be approved via this workflow. Revisions should undergo via the standard revision process and require AP&P approval.

To watch a video on this process, please click here: https://youtu.be/FSj7IeteV9o