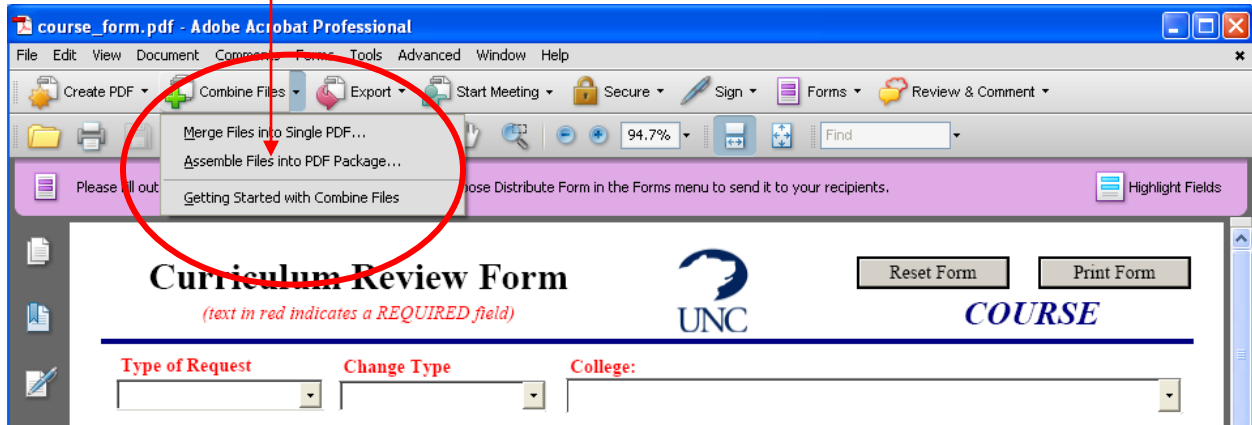


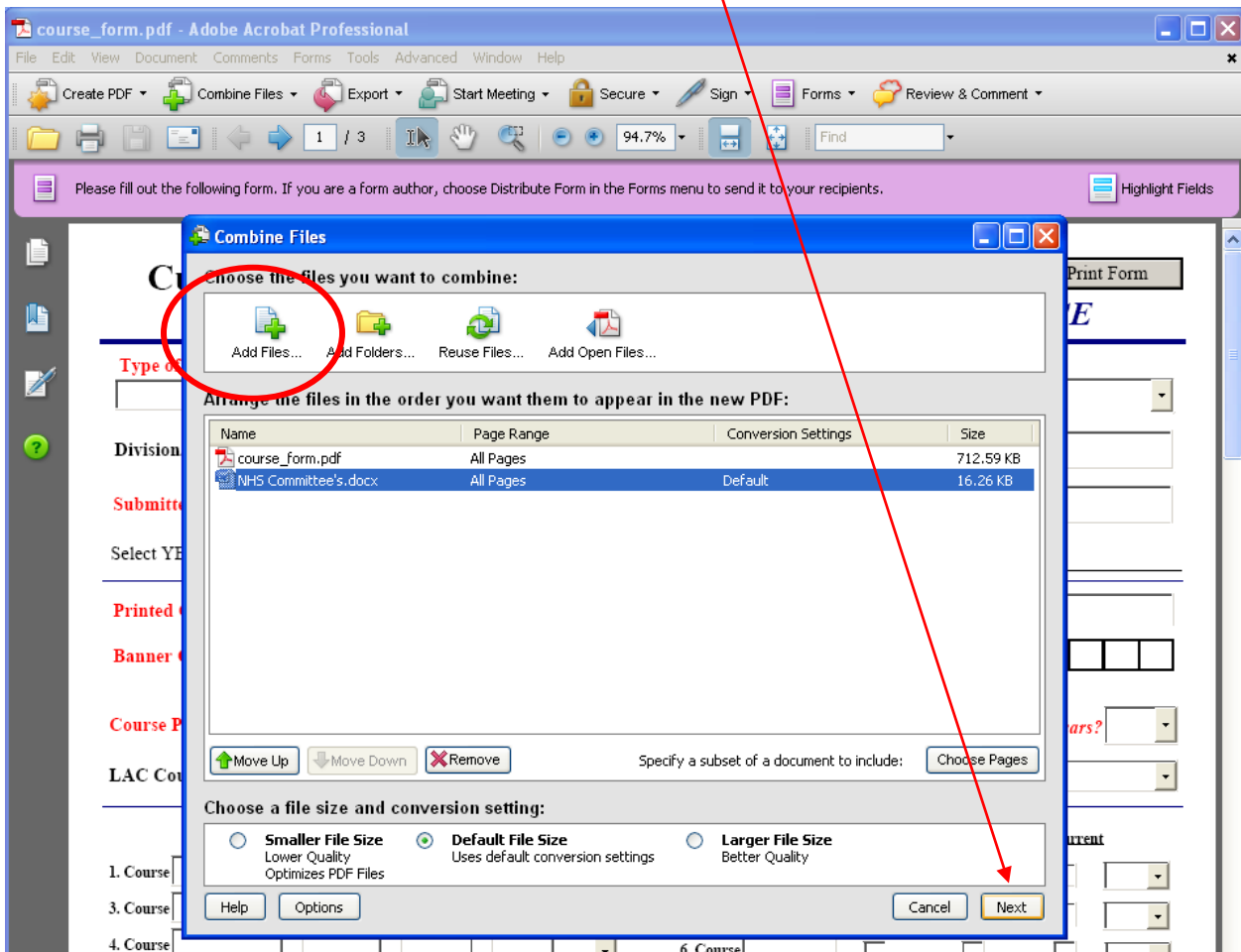
Packaging Curriculum Forms

All packaging must be done in the following way. Do NOT MERGE the documents.

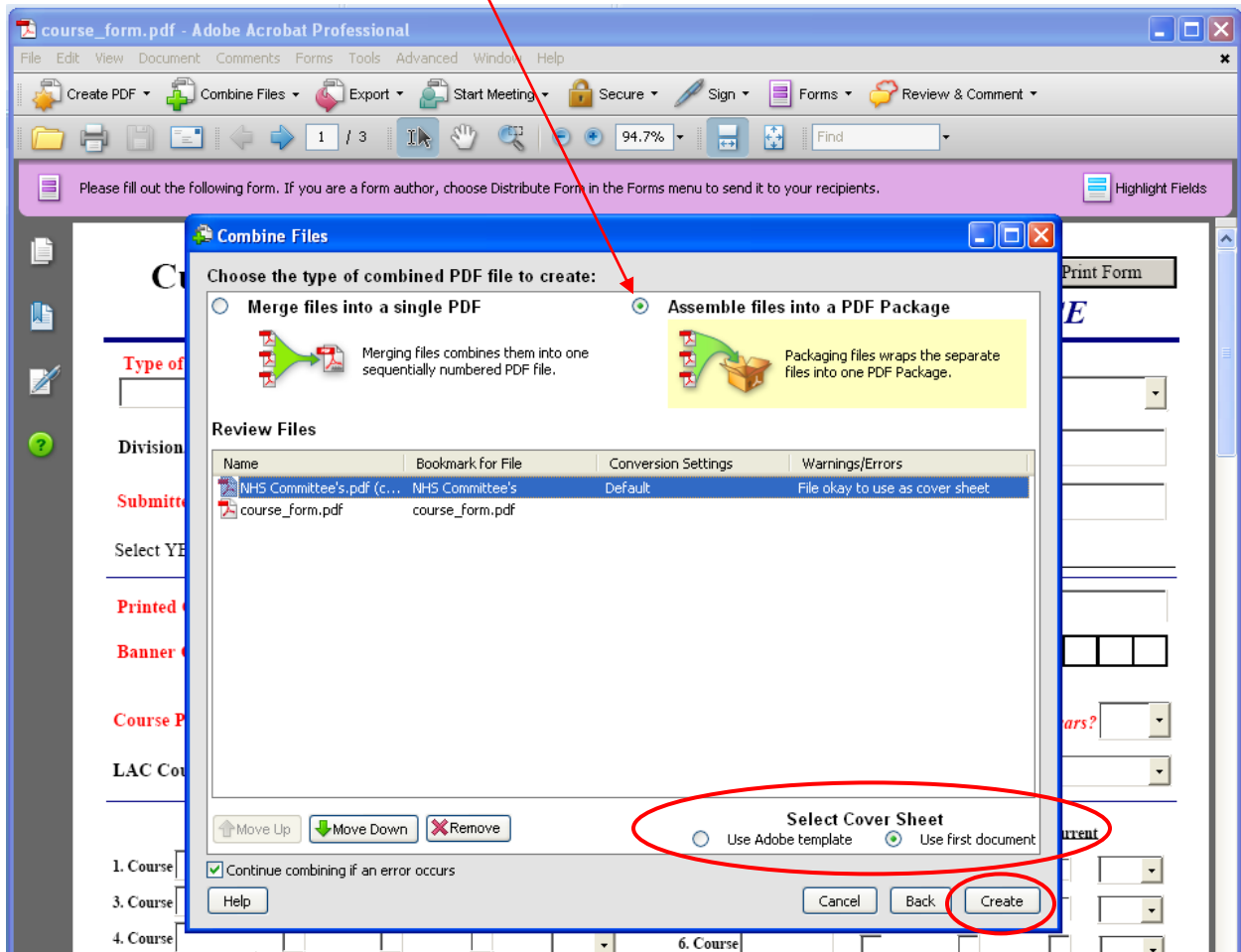
- Open the curriculum form (course, program, narrative, or faculty)
- Click “Combine Files”
- Click “Assemble Files into PDF Package”



- Either drag files into the space or Click “Add Files”
 - Click “Next”



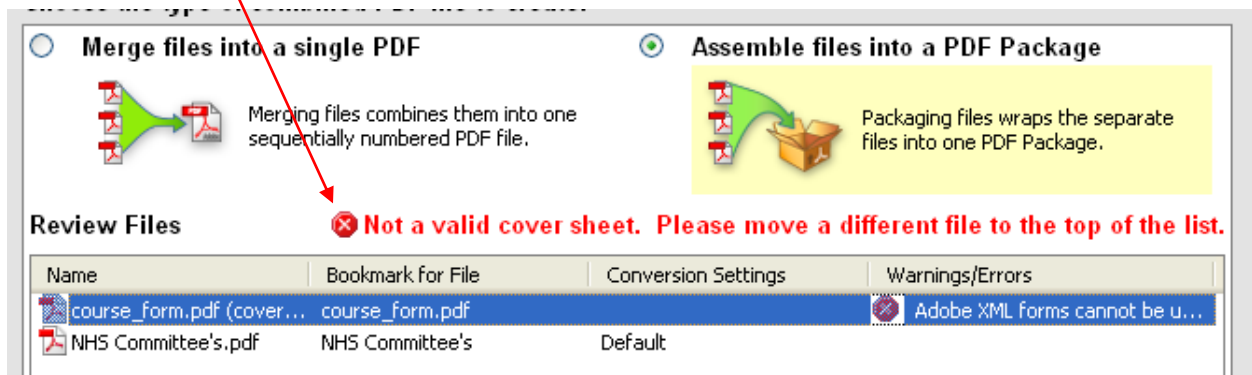
- “Assemble files into a PDF package”



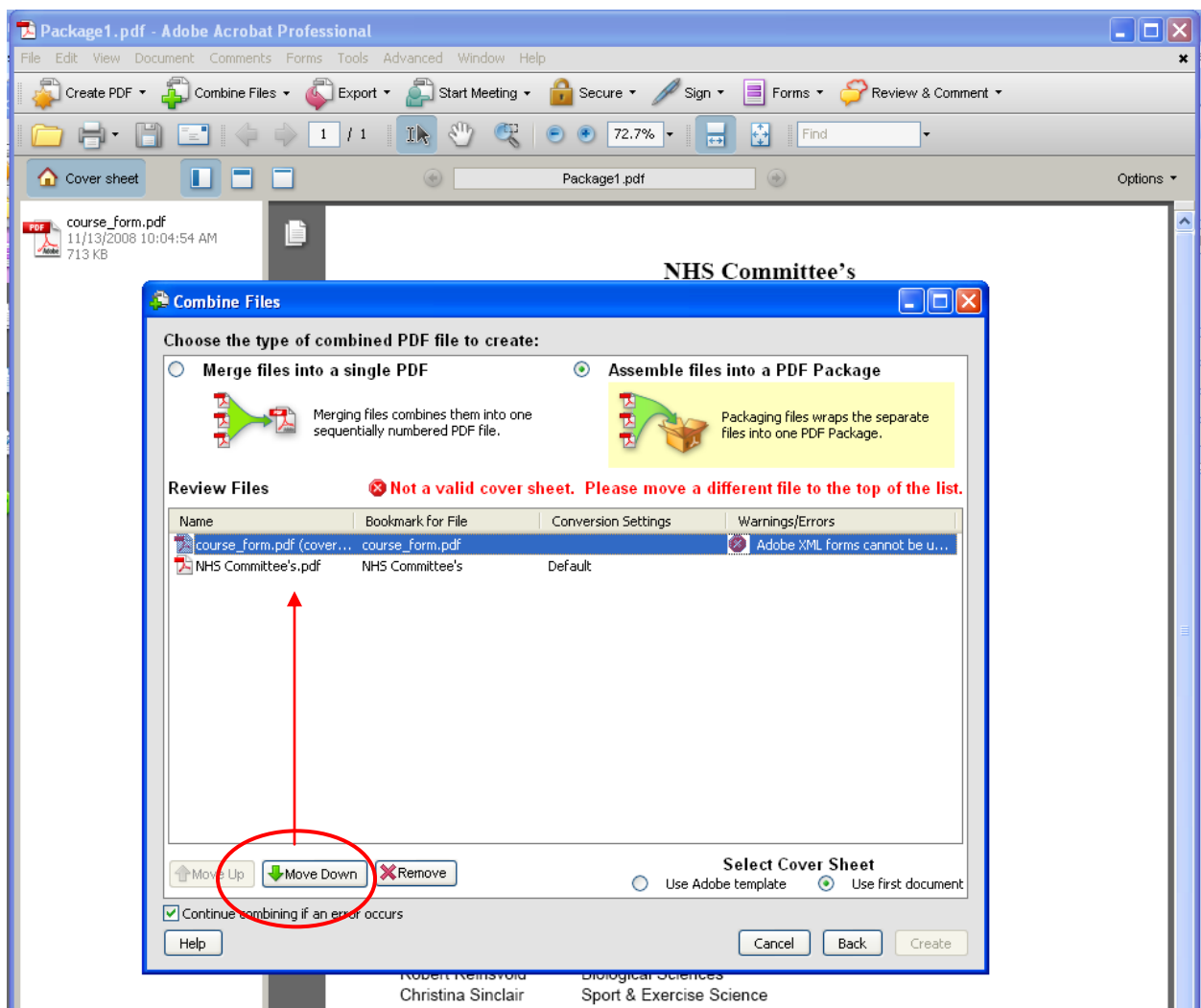
- Please click on “Use first document” under “Select Cover Sheet” (this step saves paper!)
- Click “Create”
- When “combine files” is complete, click “Save”

Troubleshoot

- When you click “Assemble files into a PDF package”, you may get the following message



- Change the order of the files, and the message should disappear.



Send the packaged file to the NHS Dean's Office: ann.bentz@unco.edu and sandra.pope@unco.edu

Once the file is received, the proposal will be scheduled for review at the next curriculum committee meeting.

Once recommended by the committee, the proposal will go to the Dean for approval.

Once approved by the Dean, the packaged proposal will be placed into the Depository or forwarded to the next reviewing body, such as LAC.

To follow the progress of the proposal, click on the curriculum tracking link: \\uncsrv2\regrec\Curriculum\Curriculum Documents\Curriculum_Tracker.xls