

Modifying a Program for Community/Technical Colleges

- ✓ Log in and choose the Program Inventory project from the upper left menu named Projects and click on Program/Course Inventory tab at upper right, then click on [Institution Program Inventory Maintenance](#)

SEARCH PROGRAM

- ✓ Choose Pending, Active, or Phased-Out and enter a CIP code, Program Code, Program Description or all of these
 - You can use a partial spelling of the CIP, Program Code or Description (EX: 51.12 or 51; ENG for ENG101, etc.; eng for engineering or edu for education), double click on the Program you are modifying

MODIFYING A PROGRAM

- ❖ Click on the Program you are modifying and click on the Apply Modify Program link above the Active Program section
- ❖ You MAY BE able to make changes to each of the sections shown

[Modify Program Application]

*Program Code:

*Program Description:


*Award Level:

*Award:

*Number of Credit Hours:

*Perkins Approval:

Comments/Justification:

- ❖ **IMPORTANT: The Program Code, Award Level and Award (PALA) still need to be unique in the system**
- ✓ When making modifications to the Award Level, you will be able to make modifications within that Award, but you cannot move up or down in Award Levels (not able to move from a Certificate to an Associate's degree for example)
 - EX: CERTB can be modified to CERTA or CERTC (your hours will need to change with both modifications)
- ✓ When modifying an Award, you should always match it to your Award Level (CERT for Certificate, AS for Associates)
- ✓ Whenever a change is made, a red flag will appear next to that change (moving your mouse over that flag will show the information that was there before the change was made)
- ✓ When finished making changes, click on Save (allows you to make changes later before submitting)
- ✓ Once you are ready to submit this change to be approved, click on the Submit button (if this change isn't needed, click on the Delete button above and the original Program will return)
- ✓ A modified Program is held in Pending status waiting for approval and once it is approved, it is moved to Active
- ❖ **After you have made a change/modification to a program and saved or submitted it, if you search again for that same program, a small icon  will appear next to it on the right side showing that it has been modified**