# ADDING A CONTRIBUTOR TO A PROGRAM
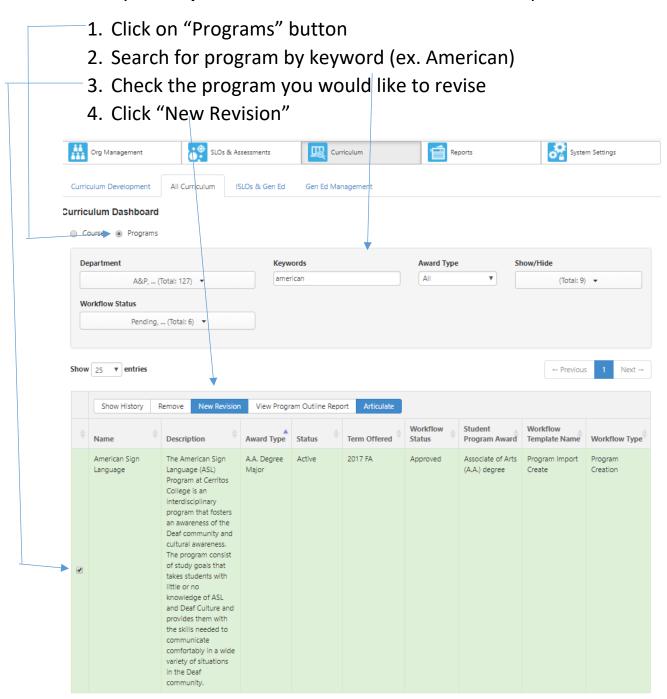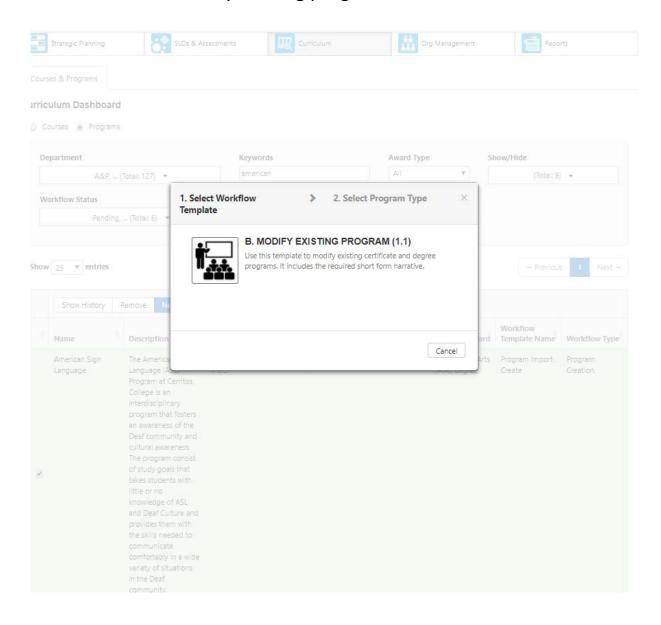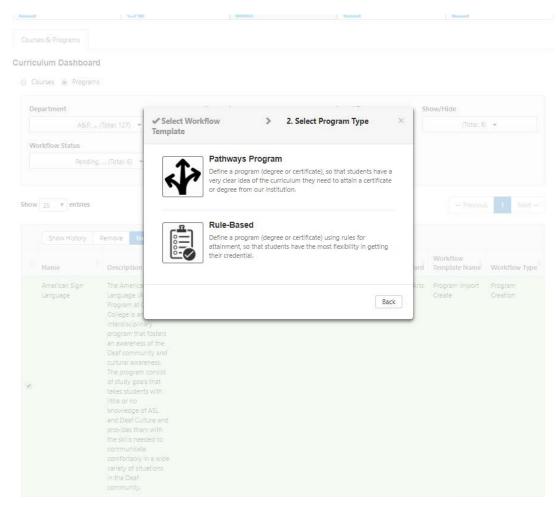
Under your **Department Coordinator** Role and **ASL** department

1. Click on "Programs" button
2. Search for program by keyword (ex. American)
3. Check the program you would like to revise
4. Click "New Revision"

| Org Management | SLOs & Assessments | Curriculum | Reports | System Settings |
|---|---|---|---|---|

| Curriculum Development | All Curriculum | ISLOs & Gen Ed | Gen Ed Management |
|---|---|---|---|

## Curriculum Dashboard

○ Course  ● Programs

| Department | Keywords | Award Type | Show/Hide |
|---|---|---|---|
| A&P, ... (Total: 127) ▼ | american | All ▼ | (Total: 9) ▼ |

**Workflow Status**

| Pending, ... (Total: 6) ▼ |
|---|

Show 25 ▼ entries

← Previous  1  Next →

| Show History | Remove | New Revision | View Program Outline Report | Articulate |
|---|---|---|---|---|

| ☑ | Name | Description | Award Type | Status | Term Offered | Workflow Status | Student Program Award | Workflow Template Name | Workflow Type |
|---|---|---|---|---|---|---|---|---|---|
| ☑ | American Sign Language | The American Sign Language (ASL) Program at Cerritos College is an interdisciplinary program that fosters an awareness of the Deaf community and cultural awareness. The program consist of study goals that takes students with little or no knowledge of ASL and Deaf Culture and provides them with the skills needed to communicate comfortably in a wide variety of situations in the Deaf community. | A.A. Degree Major | Active | 2017 FA | Approved | Associate of Arts (A.A.) degree | Program Import Create | Program Creation |

## 5. Click on "B. Modify Existing program"



Strategic Planning | SLOs & Assessments | Curriculum | Org Management | Reports

Courses & Programs

urriculum Dashboard

○ Courses  ● Programs

Department | Keywords | Award Type | Show/Hide
A&P, ... (Total: 127) ▼ | american | All ▼ | (Total: 9) ▼

Workflow Status
Pending, ... (Total: 6) ▼

1. Select Workflow Template  >  2. Select Program Type  ×

**B. MODIFY EXISTING PROGRAM (1.1)**
Use this template to modify existing certificate and degree programs. It includes the required short form narrative.

Cancel

Show 25 ▼ entries                          ← Previous | 1 | Next →

Snow History | Remove | Ne...

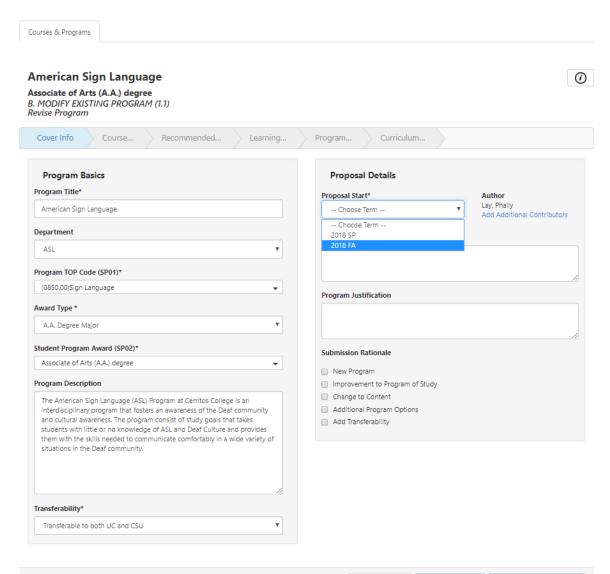| Name | Description | | | | | Workflow Template Name | Workflow Type |
| --- | --- | --- | --- | --- | --- | --- | --- |
| American Sign Language | The American... Language (A... Program at Cerritos College is an interdisciplinary program that fosters an awareness of the Deaf community and cultural awareness. The program consist of study goals that takes students with little or no knowledge of ASL and Deaf Culture and provides them with the skills needed to communicate comfortably in a wide variety of situations in the Deaf community. | | | | Arts | Program Import Create | Program Creation |

6. Click on "Pathways Programs" or "Rule-Based" (Workflow is the same, so it doesn't matter which)

7. In the "Proposal Start" Select "2018 FA"
8. Click "Add Traditional Contributor"
9. Pop up box will appear and click "Pick User"

Courses & Programs

**American Sign Language** ⓘ
**Associate of Arts (A.A.) degree**
*B. MODIFY EXISTING PROGRAM (1.1)*
*Revise Program*

Cover Info    Course...    Recommended...    Learning...    Program...    Curriculum...

**Program Basics**

Program Title*

American Sign Language

Department

ASL ▾

Program TOP Code (SP01)*

(0850.00)Sign Language ▾

Award Type *

A.A. Degree Major ▾

Student Program Award (SP02)*

Associate of Arts (A.A.) degree ▾

Program Description

The American Sign Language (ASL) Program at Cerritos College is an interdisciplinary program that fosters an awareness of the Deaf community and cultural awareness. The program consist of study goals that takes students with little or no knowledge of ASL and Deaf Culture and provides them with the skills needed to communicate comfortably in a wide variety of situations in the Deaf community.

Transferability*

Transferable to both UC and CSU ▾

**Proposal Details**

Proposal Start*                    Author
                                   Lay, Phally
-- Choose Term --        ▾         Add Additional Contributors
-- Choose Term --
2018 SP
2018 FA

**Program Justification**

**Submission Rationale**

☐ New Program
☐ Improvement to Program of Study
☐ Change to Content
☐ Additional Program Options
☐ Add Transferability

10.    In the "Role" drop down option change to "Faculty"
11.    Type in "Kelly" in the text box
12.    Click on "Kelly, Edward"
       Name will appear on the right to indicate contributor has
       been added.
13.    Click "close" on both boxes.
14.    Click "Save and Continue"
       Contributor can access programs through their inbox.