

## OUTLINE: MODIFY FROZEN PROPOSAL

cur • ric • u • lum (ke-rik'ye-lem)

n.pl. cur • ric • u • la (-le) or cur • ric • u • lums

1. All the course of study offered by an educational institution.
2. A group of related courses, often in a special field of study; *the engineering curriculum*.

[Latin, *course*, from *currere*, *to run*. ]

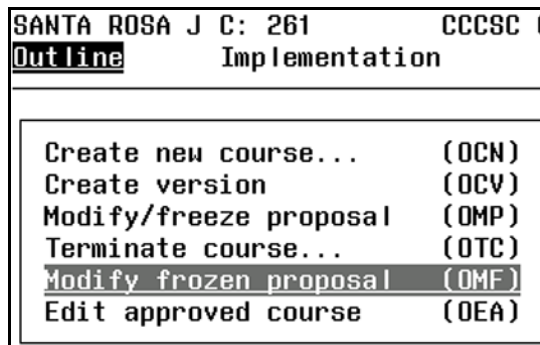
## A. Modify a Frozen Proposal

Function and Use: To modify frozen proposals.

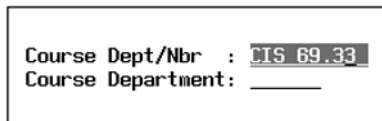
### Step

### Illustration

1. Choose Outline > Modify Frozen Proposal. You can also type in 'OMF' and then press <ENTER> as a short-cut.



2. Enter in the Course Department Number of the frozen proposal. In this example we entered: 'CIS 69.33' (alternatively, you may enter a course department abbreviation to pick from a list). Press <ACCEPT> to process the data entry.



Below is the screen that will be displayed after step two:

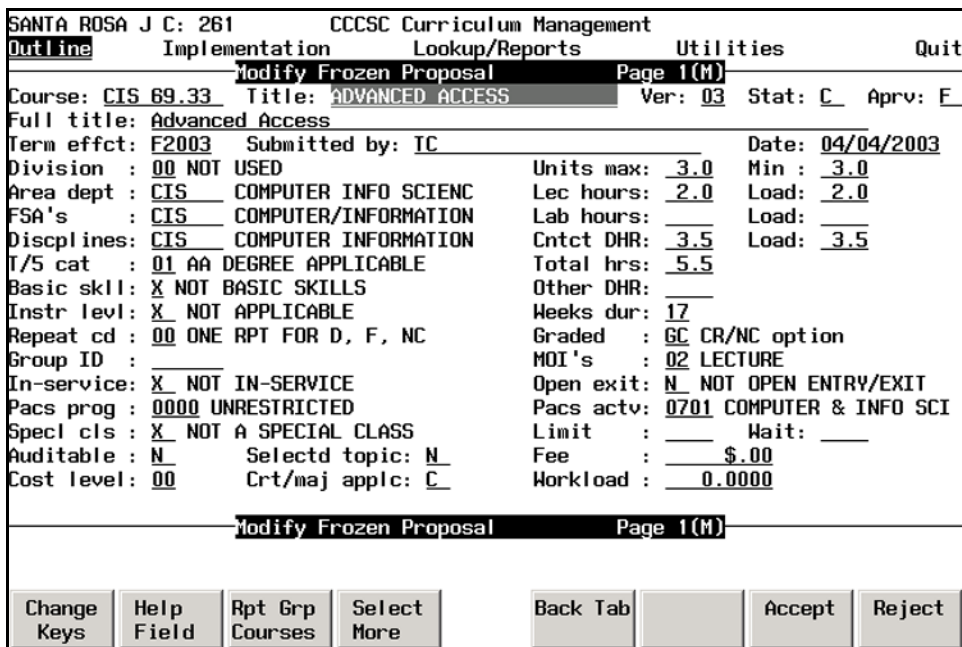


Figure 1.1 Modify Frozen Proposal

The only field that you can not modify is the 'T/5 Category' field. That would be possible only if you changed the course number. All other fields, including outline sections, can be modified. This can vary depending on your college.

The only difference between the modify proposal function and the modify frozen proposal function is that the latter has the <UNFREEZE PROPOSAL> function key. You may also decide after modifying the frozen proposal to select this function key, thereby releasing it again to those with course developer access.

You might be asked by a staff member at your college to unfreeze a proposal. This is because those with super user access are the only users that have access to this function.

**Note:** When you unfreeze a proposal, all signatures for that proposal are deleted.