

Catalog Formatting Guidelines

Tabs and Content

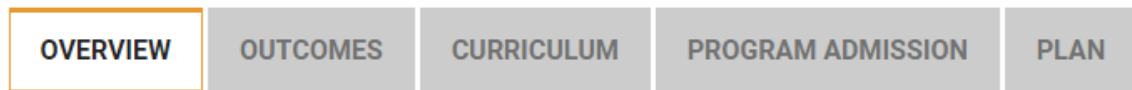
Majors will have the following four tabs- Overview, Outcomes, Curriculum and Plan.

Finance Major (M)



Only traditional undergraduate programs that have unique secondary admission processes (like nursing and education) or graduate programs that have unique requirements beyond the university admission requirement should have a fifth tab labeled Program Admission.

Doctor of Nursing Practice (DNP) Program



Minors and certificates need only two tabs- Overview and Curriculum

Overview tab

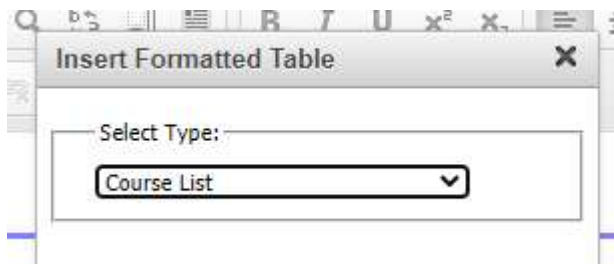
- No heading is needed.
- This content should be **approved Program Overview**
- Please keep this to information about your program mission, highlights, delivery options, etc.

Outcomes tab

- Please put a header on this tab labeled Program Learning Outcomes (size Heading 3)
- This content should be a bulleted list of your **approved Program Learning Outcomes**.

Curriculum tab

- Please put a header on this tab labeled Curriculum (size Heading 3)
- The charts on this tab must be a Course List in the insert/edit formatted table list
 - Please **do not use a Plan of Study Grid** as these do not display correctly in the pdf version of the catalog.



- Undergraduate programs should display two separate charts- one with a credit breakdown between core, major, electives, and a second with the list of required courses.

Core Requirements †	45
Major Requirements	60
Electives	15
Minor: Optional	
Total Hours	120

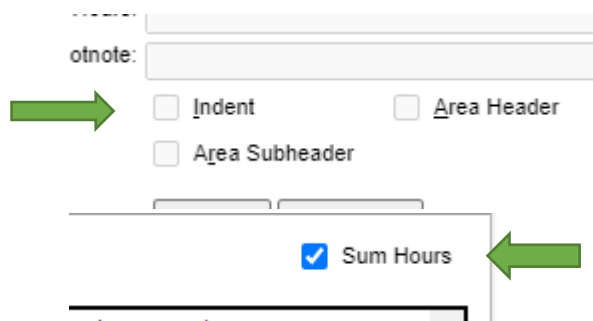
Required Courses		
FIN 310	Basic Investing	3
FIN 340	Corporate Finance	3
ECON 332	An Econometric Survey	3
FIN 425	Securities Analysis	3

- Graduate programs should include a minimum of one chart with a list of all required courses and the total required credits to complete the degree.
- If there is a red box around a course and says Course Not Found that means the course is not built in Banner.

BIO 285	Pathophysiology
BIO 301	Course BIO 301 Not Found
BIO 321	Cell Biology

- If there is a red box around the credits column that means the credit you indicated do not match what is in Banner for course credits.
 - For any course issues, please contact the Registrar's Office to resolve. The catalog cannot be published until all course issues are resolved and there are no red boxes in the online version.**

- Please make sure you Indent core courses in the chart that are required in the major, otherwise they will be double counted in both the core credits and your major credits when you use the Sum Hours box in the upper right corner of the curriculum course list. Sum Hours is a great tool to use so that you do not need to manually add up credit hours.

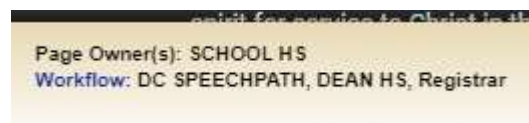


Approval Process

Once you are all done editing, click the green Start Workflow button in the bottom right corner of the screen.



You can view the approval workflow at the bottom the page. Pages are approved by Program Chairs/Directors, the School Dean, and then the Registrar. Each person must approve or rollback for further editing before the approval moves to the next person in the workflow. You will receive an email when you have pages ready for approval.



Final Notes

Please DO NOT underline anything in the catalog, it does not display well in both web and print versions of the catalog and mistakenly looks like a link.

Please verify there is a credit total on the curriculum tab and that totals are accurate for majors, minors and certificate.