How to Update Program Requirements in Courseleaf

Catalog editors should conduct an annual review of the requirements for all existing degree programs, concentrations, minors, and certificates offered by their respective departments and submit updates through CourseLeaf as needed. This instructional document serves as guide to submitting those updates to <u>existing</u> programs using the **Program Admin** system. All catalog and program revisions must be submitted into the CourseLeaf approval workflow no later than **February 1st** and must be to the Registrar step in the workflow by **April 15th** for inclusion in the upcoming catalog. **Any changes to program requirements submitted in the catalog not facilitated through Program Admin will be administrativelydeleted prior to publishing.**

NOTE: Instructions for submitting <u>new</u> programs for approval can be located at the <u>Office of Institutional Effectiveness website</u>.

Instructions:

- In early September, the Office of the University Registrar will distribute a list of catalog
 pages for the next academic year to all CourseLeaf users who are designated as departmental
 catalog editors. This list includes dedicated web links to all program pages, which include
 degree programs, minors, and certificates. If a degree program contains concentrations, then
 those will be listed on that program's catalog page.
- 2) On the catalog page, click the



link located at the top left of the page.

3) The *Overview, Career Opportunities, and Extras* tabs may contain informational items about the program that are separate from the actual program requirements. Departments may update this information as needed by selecting the **Edit PageBody** link under each tab.

Overview	Requirements	Career Opportunities	
Geography : planning the and places, problems, G	students are typ e best possible u developing and Geographers can	ically interested in protecting natural resounces of land, teaching about interactions am applying advanced new technologies and sumake a difference — from teaching to play	urces, Embed Video @ nong people Edit "Page Body" @ solving environmental
sustainable	development to	working with geospatial technologies and	more.



4) The *Requirements* tab should contain all information directly related to the completion of the program, including specific admission requirements, course requirements, retention requirements, GPA requirements, etc.

To edit any of this information, click Edit Program Requirements.

Overview <u>Re</u>	guirements Career Opportunities	
	Edit "Requirem	ents" 🦉
	Edit Program Required	nents 2
epartmental degre equirements for the	e requirements. Students can take a selection of the following courses in order to fulfill the e history major. In addition, students must fulfill all general education requirements, as well a approved minor and other sufficient credits for a minimum of 120 applicable semester bound.	15
	approved minor and other sumclem creats to a minimum of 120 approade seriester node	Hours
Major Courses	approved minor and other sumclem creats to a minimum of 120 approade seniester nodi-	Hours
Major Courses Majors must take 12 3 hours from HY 10	2 hours in the following introductory surveys; must consist of one sequence, and include at least 1-108 and 3 hours from HY 111-118;	Hours
Major Courses Majors must take 12 Abours from HY 101 HY 101	2 hours in the following introductory surveys; must consist of one sequence, and include at least 1-108 and 3 hours from HY 111-118: Western Civ To 1648	Hours
Major Courses Majors must take 12 hours from HY 10 HY 101 HY 102	2 hours in the following introductory surveys; must consist of one sequence, and include at least 1-108 and 3 hours from HY 111-118: Western Civ To 1648 Western Civ Since 1648	Hours

5) A new tab will open to the Program Admin page and the program selected from the catalog will appear in the program block. Click **Edit Program.**

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Program Management			E Help 🥹
Search, edit, add, and deactivate programs. Use an asterisk (*) in the search box as a wild card. For exa *MATH* everything that contains "MATH". The system sea Quick Searches provides a list of predefined search catego	ample, MATH* will find everything that starts with "MATH", *M arches the Program Code, Title, Workflow step and CIM Status. rries to use.	IATH everything that e	nds with "MATH", and
	Search - OR - Propose New Program	Quick Se	earches 🔻
Program Number Program Name	Program Type	Workflow	Status
66 Geography, BA	Degree Program		*
			₽ .
Inactivate Program			Edit Program
Export to Word			Preview Workflow



6) A new window will appear that contains existing information for this program. To update the program requirements, navigate to the **Program Body** field, listed under *Section G. Curriculum.* **NOTE: The same steps will have to be followed for each concentration within a program, assuming the concentration(s) require edits. DO NOT attempt to add orrevise concentration information within the main program record.**

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tudents earning ti epartmental degr equirements, all re pplicable semeste	ne bachelor of arts (BA) degree with a major in geography must complete all University, ee requirements. These include the general education requirements, the following majo equirements for an approved minor and other sufficient credits to total a minimum of 1: er hours.	College an or 20
Course List		Hours
Ourse List Major Courses GY 101	Atmospheric Proc & Patterns	Hours
Ourse List Major Courses GY 101 GY 102	Atmospheric Proc & Patterns Earth Surface Processes	Hours 4
Ourse List Image: Course Courses GY 101 GY 102 GY 105	Atmospheric Proc & Patterns Earth Surface Processes World Regional Geography	Hours 4 3
Course List Major Courses GY 101 GY 102 GY 105 GY 110	Atmospheric Proc & Patterns Earth Surface Processes World Regional Geography People, Places, & Environment	Hours 4 4 3 3
Course List Major Courses GY 101 GY 102 GY 105 GY 110 GY 204	Atmospheric Proc & Patterns Earth Surface Processes World Regional Geography People, Places, & Environment Map & Air Photo Interpretation	Hours 4 4 3 3 3 4
Course List Major Courses GY 101 GY 102 GY 105 GY 110 GY 204	Atmospheric Proc & Patterns Earth Surface Processes World Regional Geography People, Places, & Environment Map & Air Photo Interpretation Credit Hours Subtotal:	Hours 4 4 3 3 4 4 18

7) Adding Headers and Text: Once in the Program Body block, the style dropdown menus can be used to create headers and text.



The commonly used headers are Heading 2 and Heading 3. In the screen shot below Heading 2 (Fields), Heading 3 (Field 1), and normal text can be seen.



8) **To add Other Content:** For example, to add Graduate School Admission Content use the Insert/Edit Formatted Table tool.



a). Select Other Content from the dropdown, then click the green OK button.





b). In the Other Content box, use the dropdown and click to highlight the Grad: Admission Criteria. Then click the green OK button.

Other Content	×
Select Content	
Select Content	
Select Content	
Career Center Button	
Grad: Admission Criteria	
	ок

9) Adding Inline Courses: Inline courses turn the course referenced in text into a hyperlink which links to the course description.

a). To add an inline course, type the course number in the text, then highlight the course and select Insert/Edit Database Field icon from the tool bar. A blue box will appear around the course to indicate the inline course hyperlink is in place.





b). To edit the format of the inline course, double click in the blue box. This will open the Inline Course tool. Use the Format dropdown to select the format desired, then click the green OK button.

Inline Course	×
Arts & Sciences	2
HY-History (HY)	<u> </u>
HY 473 Indians, Nuns, & Rogues	•
HY 474 Relation US Latin Amer	
HY 477 Imperial Spain's "Golden Age"	
HY 480 Survey of Military History	
HY 481 War/Dipl. in Med & Mod. Europe	
HY 482 War & Religion in the West	
HY 483 Thirty Years' War	
HY 490 England under Tudors	
HY 491 England under Stuarts	11
HY 494 Britain in the Victorian Age	11
HY 495 Honors Britain Victorian Age	
HY 498 Honors Thesis I	-
Quick Add: Add Course	_
format:	_
HY 498 Honors Thesis I 🗸 🗸	<u> </u>
OK Cancel	

10) **Adding a Curriculum Table:** Use the Insert/Edit Formatted Table tool to create a new curriculum table.





a). Select Course List from the Insert Formatted Table type dropdown, then click the green OK.



b). If editing an existing Course List double click inside the Course List box surrounded by a blue outline.

Normal - Styles	· 15		2.4	L H	Ω	6	m	D S	ource											
he program include he program provid ther rural health ca levelopment and m	es two stude es some of t are providen aintenance	ent cla the to s (Rur of cor	ols ne al Co mmu	ation cessa mmur hity he	s: the ary for hity He ealth o	Rural futu alth ente	Med re rui Scho r prai	ical S al Ali lars). tices	ichola abam The c and c	irs a ha ph cour othe	nd F hysio ses er ho	tural tians prep salth	Con (Rur are s care	nmi ral M stud : pri	unity Vied Ient actic	/ Hea cal S s to l ses.	ith s choi ead	Scho lars) In th	olars. and he	
	an demon	eouin	emen	te foll		Dian	11 700	thout	ther	1.00										
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c). The Course List tool will open. In the tool select the College and Subject Area from the dropdowns. Highlight the desired from the left-hand box and use the arrows between the two boxes to move the course into the right-hand box. If an incorrect course is added to the right-hand box, use the arrows in the middle to send it back to the left-hand box. This is the only way to remove unwanted items from the right-hand box.

Course List		
Community Hashb Science	Headers: Rec	quired for ALL Rural Community 2 Sum Hou
Community Health Sciences (CHS)	× Brooram	
CH5 101 Emergency Medical Services I CH5 217 Introduction to Rural Health CH5 220 Health Care in the US CH5 224 Introduction to Pop Health CH5 230 Medical Shadowing CH5 235 Hith Equity HC Research & Prct CH5 320 Inquiry for Evidence Based HC CH5 325 Lifespan Health	None CHS 500 CHS 522 CHS 522 CHS 527 CHS 532	Rural Envir/Occup Health Community Clinical Proc Health Policy & Planning Comm Clinical Process II
CH5 335 Population Reproductive Health CH5 400 Rural Envir/Occup Health CH5 420 Basic Epidemiology CH5 422 Community Clinical Proc CH5 423 Indep 5tdy Community Med CH5 425 Biostatistics CH5 427 Health Policy & Planning CH5 432 Comm Clinical Process II CH5 442 Practical Issues Behav Medicin	Comment Sequence Cross Reference Hours Or Class	2 2 2 2 2 2 2 2 2
Quick Add: Add Cour	e Footnote:	c

d). To add a header in the red field of the Course List use the Headers field. To add a line of text to the Course List use the Add Comment Entry button. To make the text in the Comment field a header, place a check in the Area Header check box.

Community Health Science	ries ers:		Sum Hour
CHS-Community Health Sciences (CHS)	Program:		
CHS 101 Emergency Medical Services I	None	~]
CHS 217 Introduction to Rural Health			
CHS 220 Health Care in the US	CHS 500	Rural Envir/Occup Health	
CHS 224 Introduction to Pop Health	CHS 522	Community Clinical Proc	
CHS 230 Medical Shadowing	CHS 527	Health Policy & Planning	
CHS 235 Hith Equity HC Research & Prct	CHS 532	Comm Clinical Process II	
CHS 320 Inquiry for Evidence Based HC			
CHS 325 Lifespan Health	>>		
CHS 335 Population Reproductive Health			
CHS 400 Rural Envir/Occup Health			
CHS 420 Basic Epidemiology	Comment:		
CHS 422 Community Clinical Proc	Sequence:		
CHS 423 Indep Stdy Community Med	Cross		
CHS 425 Biostatistics	Reference:		
CHS 427 Health Policy & Planning	Hours:		
CHS 432 Comm Clinical Process II	Or Class:		
CHS 442 Practical Issues Behav Medicin 🛛 👻	Eastanta		
	Poonoie.		
Add Course	•	Indent Area S	ubtotal
		Area Header	
Littl Comment Sets	_	Heur He	
Add Comment Entry		Hove Up Nove Down	



e). If credit hours should appear on the Course List, leave the credit hours in the credit hours field. If credit hours should be removed, (for example, like a list of elective course options) place a check in the Indent check box. The credit hours will remain in the Hours field but will not appear on the Course List. Place a check in the Sum Hours check box to have the credit hour total appear in the Course List.

ourse List				2
Community Health Science	~		Headers: Re	equired for ALL Rural Community
CHS-Community Health Sciences (CHS)	~		Program:	
CHS 101 Emergency Medical Services I		1	None	~
CHS 217 Introduction to Rural Health				
CHS 220 Health Care in the US			CHS 500	Rural Envir/Occup Health
CHS 224 Introduction to Pop Health			CHS 522	Community Clinical Proc
CHS 230 Medical Shadowing			CHS 527	Health Policy & Planning
CHS 235 Hith Equity HC Research & Prct			CHS 532	Comm Clinical Process II
CHS 320 Inquiry for Evidence Based HC			1	
CHS 325 Lifespan Health		>>		
CHS 335 Population Reproductive Health				
CHS 400 Rural Envir/Occup Health				
CHS 420 Basic Epidemiology			Commen	et.
CHS 422 Community Clinical Proc	_	I	Sequence	e:
CHS 423 Indep Stdy Community Med			Cree	
CHS 425 Biostatistics			Reference	e:
CHS 427 Health Policy & Planning			Hours	s: 3
CHS 432 Comm Clinical Process II			Or Class	s:
CHS 442 Practical Issues Behav Medicin	-		Eastaal	* (
	_		Pootnois	e.
Add Coun	ie.		<u> </u>	Indent Area Subtotal
				Agea Header
				New the New Dave
				Move Up Move Down

f). Once the curriculum is in the right-hand box, click the green OK button to see the Course List box in the Program Body block.

			Reg	uired for ALL Rural Community	_
Community Health Science	~		Headers		Sum Hour
CHS-Community Health Sciences (CHS)	~		Program:		
CHS 101 Emergency Medical Services I		1	None		~
CHS 217 Introduction to Rural Health					
CHS 220 Health Care in the US			CHS 500	Rural Envir/Occup Health	
CHS 224 Introduction to Pop Health			CHS 522	Community Clinical Proc	
CHS 230 Medical Shadowing			CHS 527	Health Policy & Planning	
CHS 235 Hith Equity HC Research & Prct			CHS 532	Comm Clinical Process II	
CHS 320 Inquiry for Evidence Based HC			1		
CHS 325 Lifespan Health		>>	1		
CHS 335 Population Reproductive Health			1		
CHS 400 Rural Envir/Occup Health					
CHS 420 Basic Epidemiology		<u> </u>	Comment:		
CHS 422 Community Clinical Proc	-		Sequence:		
CHS 423 Indep Stdy Community Med			Create		
CHS 425 Biostatistics			Reference:		
CHS 427 Health Policy & Planning			Hours	3	
CHS 432 Comm Clinical Process II			Or Class:		
CHS 442 Practical Issues Behav Medicin	+		Eastada		
	-		Pootnote:		
Add Course	2			Indent Are	a Subtotal
				Area Header	
Add Comment Entry				Move Up Move Down	

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Updated 6/30/2021

Office of the University Registrar

Below is an example of how the Course List Box will appear in the Program Body block. The course list below is a visual representation of the curriculum information from the Course List Tool screenshot (above).

Course List		
Required for ALL R	ural Community Health Students	Hours
CHS 500	Rural Envir/Occup Health (Fall Semester)	3
CHS 522	Community Clinical Proc	3
CHS 527	Health Policy & Planning (Spring Semester)	3
CHS 532	Comm Clinical Process II	3
Total Hours		12

11) To add a Hyperlink: First highlight the desired text then click the Link tool.



a). In the Link tool add a hyperlink that is external to the catalog or internal to the catalog. External hyperlinks must be the entire web address in the URL field. Internal link needs to be the part of the web address that begins after .edu. For example, to link to the undergraduate College of Arts and Sciences page the web address is courseinventory.ua.edu/undergraduate/arts-sciences/. In the Link tool only include /undergraduate/arts-sciences/ in the URL field. Then click the green OK button.

Link	×
Hyperlink Destination	
Link to a URL	
Link Properties	
Open in new window	
_	OK Cancal

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12) Creating a Toggle: This format will allow text to be opened or closed under a specific header.

How it appears in the catalog:

Closed:

> Advanced Standing Full-Time Curriculum - campus and distance learner (spring or summer start)

Open:

 Advanced Standing Full-Time Curriculum - campus and distance learner (spring or summer start)

Bridge Courses		Hours
SW 570	Research-Informed Practice	3
SW 577	Human Develop & Social Systems	3
SW 578	Social Welfare Policy	3
SW 579	Social Work Practice (distance learning requires skills lab)	3
Total Hours		12

Total Hours

a). Build the toggle by adding the header text and the body text. Then highlight the header and select the level header from the first text formatting dropdown. Then select the same Level Toggle from the second text formatting dropdown. The toggle will encompass all text and course lists until the next header.

Advanced Standi	ing Full-Time Curriculum - campus and distance learner (spring or summer
Bridge Courses	
SW 570	Research-Informed Practice
SW 577	Human Develop & Social Systems
SW 577 SW 578	Human Develop & Social Systems Social Welfare Policy

13) Scroll to the bottom of the form. Supporting documentation can be added by clicking the *Attach File* option. To save the work and come back to editing program requirements at a later time without submitting the program form into workflow, click *Save Changes*. To submit these changes into the approval workflow, click **Save and Start Workflow**.

Please click the Attach File button below to attach any other supporting multiple times if you need to attach multiple documents.	g documentation that should accompany this proposal. You may click the Attach File button
Attach File	Uploaded Files:
	Files To Be Uploaded:
Cancel Save Chang	ges Save and Start Worfklow

14) The approval workflow for program edits is as follows:

- Department Chair
- Office of the University Registrar
- College Dean
- Graduate Dean (if applicable)

An email notification will be sent when the submitted changes receive final approval, or if the proposal has been returned for revision. Watch for email notifications and take action, if necessary.

Once the program revisions have completed the approval workflow, they will be reflected on the catalog page under the Requirements tab.

15) If any concentrations within the program require edits, then navigate to those concentrations as listed on the program catalog page. Once within the concentrationfield, click **Edit Program Requirements**.





16) A new Program Admin tab will open in the browser. The concentration being edited will appear in the program block and will belisted beside the degree program to which it is attached. Click **Edit Program.**

Program Number	Program Name	Program Type	Workflow	Status
67	Geography, BA - Earth System Science (GY)	Specialization/Concentration/Track/Option		^
				_
Inactivate Pr	ogram			Edit Program

Follow the steps outlined above.

- 17) This process should be followed as outlined for the revision of minor and certificate programs.
- 18) Once all changes have completed the approval workflow, return to the program catalog page. If changes were added to the catalog page anywhere outside of the Requirements tab, such as the Overview tab, then submit the catalog page into workflow. If the only changes being made to the catalog page were updated in Program Admin then it is not necessary to submit the catalog page into workflow. Please review and check to make sure that all requested changes to the program (and concentrations) appear under the Requirements tab.

Click the **Start Workflow** option on the bottom right corner of the screen to submit the catalog page into workflow.

REMINDER: All catalog, program, and course edits must be submitted into CourseLeaf no later than February 1st and must be to the Registrar's Office final step by April 15th for inclusion in the upcoming catalog.

Any changes pertaining to program requirements submitted in the catalog not facilitated through Program Admin will be administratively deleted.

