
HOW TO UPDATE PROGRAM REQUIREMENTS IN COURSELEAF

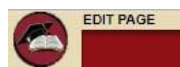
Catalog editors should conduct an annual review of the requirements for all existing degree programs, concentrations, minors, certificates, and microcertificates offered by their respective departments and submit updates through CourseLeaf. This document serves as a guide to submitting updates to **existing** programs using the **CIM Program Admin** system.

All catalog, course, and program revisions must be submitted into the CourseLeaf approval workflow no later than **February 1st** and must be to the final Registrar step in the workflow by **April 15th** for inclusion in the upcoming catalog. **Any changes to program requirements submitted in the catalog, not through CIM Program Admin, will be administratively deleted prior to publishing.**

*NOTE: Instructions for submitting **new** programs for approval can be located at the [Office of Institutional Effectiveness website](#).*

Instructions:

- 1) In September, the Office of the University Registrar will distribute a list of catalog pages for the next academic year to all CourseLeaf users designated as departmental catalog editors. This list includes web links to all program pages - degree programs, minor, certificates, etc. If a degree program contains concentrations, those will be listed on that program's catalog page.
- 2) To open a catalog page for editing, click the **"Edit Page"** icon in the upper-left corner of the page.



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

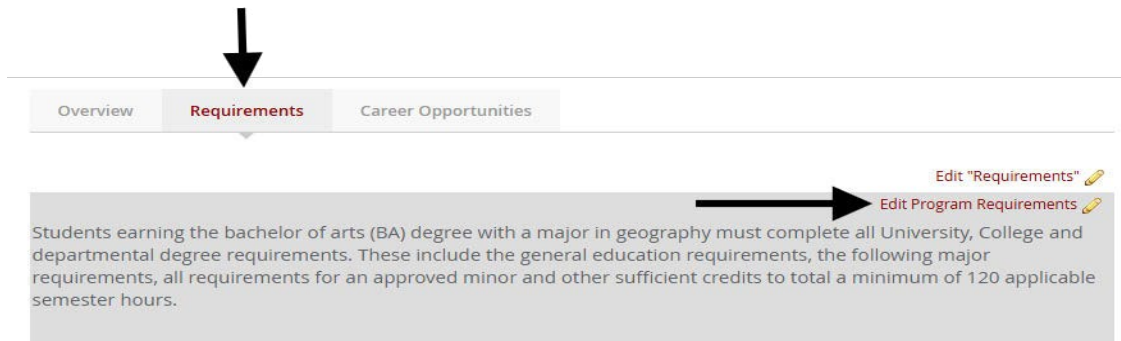
OverviewRequirementsCareer Opportunities

Geography students are typically interested in protecting natural resources, planning the best possible use of land, teaching about interactions among people and places, developing and applying advanced new technologies, and solving environmental problems. Geographers can make a difference — from teaching to planning, from working for sustainable development to working with geospatial technologies and more.

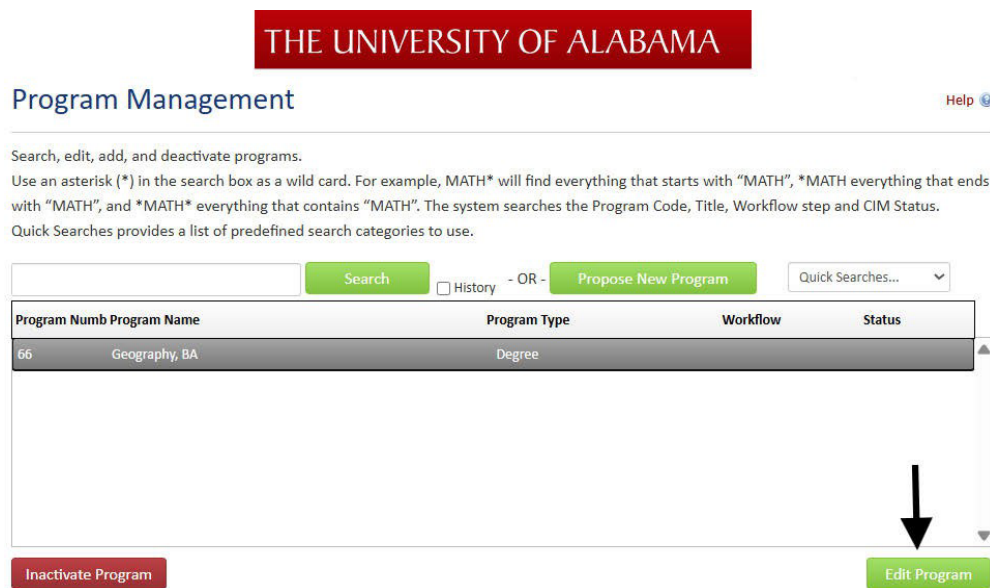
Embed VideoEdit "Page Body"

A black arrow pointing from the right towards the "Edit 'Page Body'" link.

4) The **Requirements** tab contains all information directly related to the completion of the program, including specific admission requirements, course requirements, retention requirements, GPA requirements, etc. To edit this information, click **Edit Program Requirements**.



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



6) A new window will open 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 must be followed for each concentration within a program, assuming the concentration(s) require edits. **DO NOT** attempt to add or revise concentration information in the main program record.

Program Body

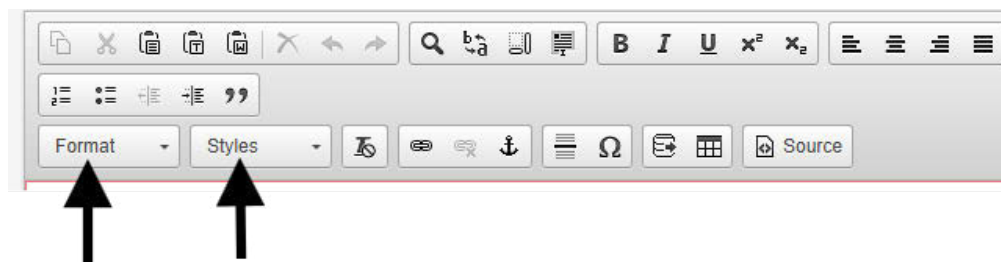
Please use the table creation widget in the box below to complete a course listing indicating the proposed program's courses. Use the comment function to create sub-headings where appropriate to group courses. (New courses will be indicated by "Course X Not Found" preceding the proposed title.

Students earning the bachelor of arts (BA) degree with a major in geography must complete all University, College and departmental degree requirements. These include the general education requirements, the following major requirements, all requirements for an approved minor and other sufficient credits to total a minimum of 120 applicable semester hours.

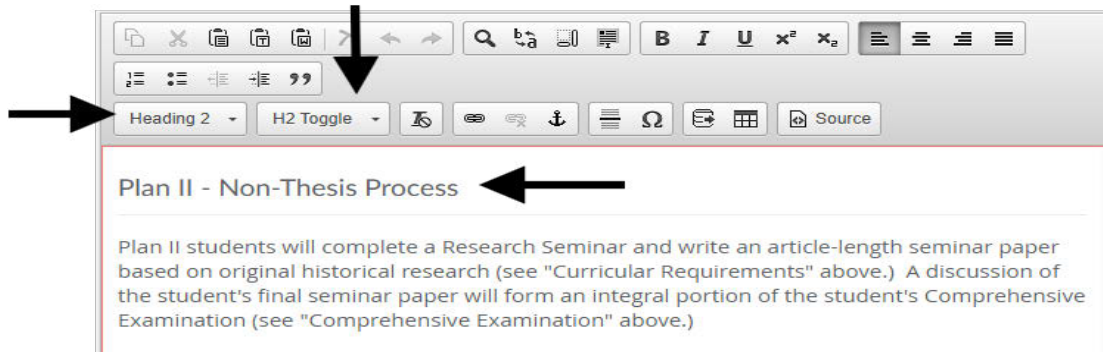
Course List

		Hours
Major Courses		
GY 101	Atmospheric Proc & Patterns	4
GY 102	Earth Surface Processes	4
GY 105	World Regional Geography	3
GY 110	People, Places, & Environment	3
GY 204	Map & Air Photo Interpretation	4
Credit Hours Subtotal:		18
Concentration		
Select a GY concentration from the list below		12
Credit Hours Subtotal:		12

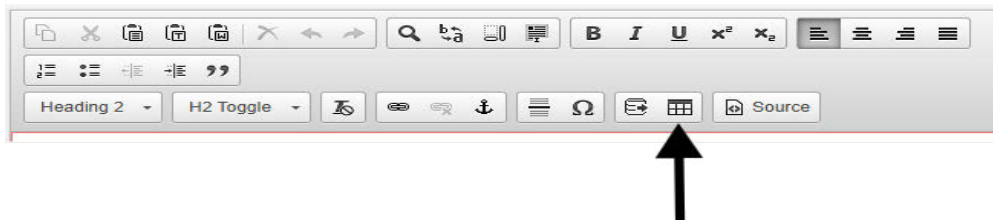
7) **Adding Headers and Text:** Once in the Program Body block, the style dropdown menus can be used to create headers and text. The "**Format**" menu contains different header formats.



Commonly used headers are Heading 2 and Heading 3. In the screenshot below, Heading 2 (Plan II - Non-Thesis Process text) and normal text (located beneath the header) can be seen.



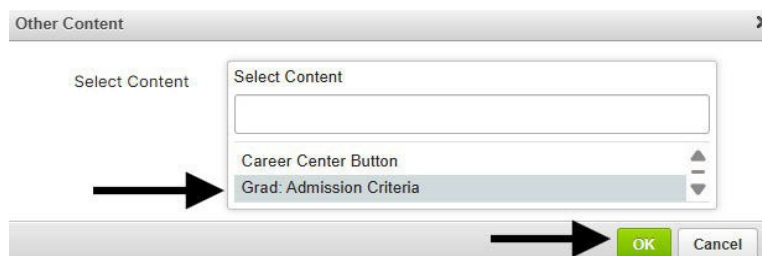
8) **To add Other Content:** For example, to add Graduate School Admission Content click the **Insert/Edit Formatted Table** button.



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

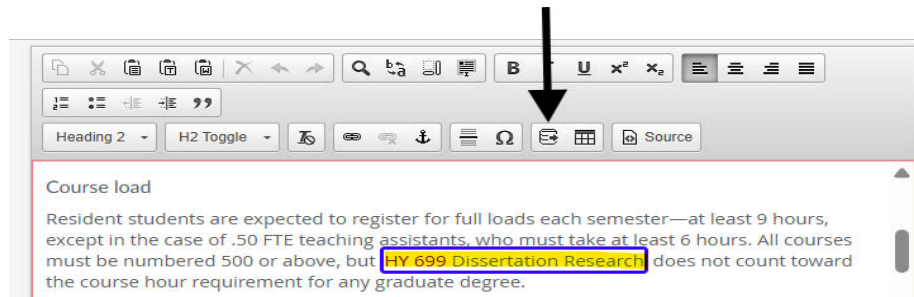


b) In the **Other Content** box, use the dropdown and click to highlight "Grad: Admission Criteria." Then, click the green **OK** button.



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

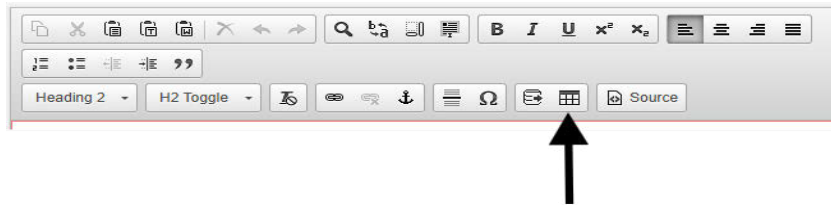
a) To add an inline course, type the course number in the text, then highlight the course and select **Insert/Edit Database Field** icon from the tool bar. A blue box will appear around the course to indicate the inline course is hyperlinked.



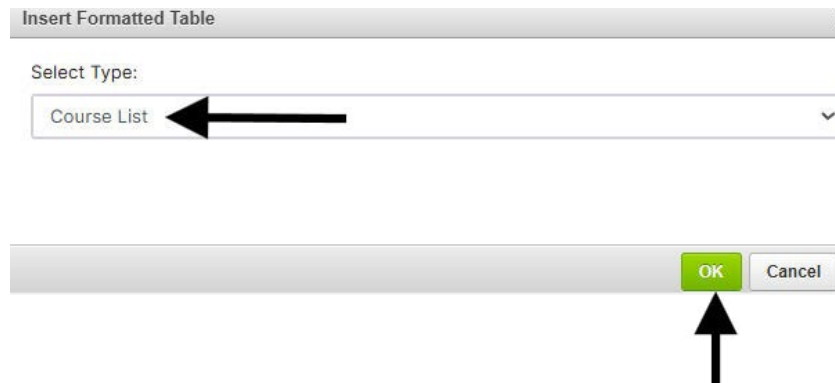
b) To edit the format of the inline course, double click in the blue box. This will open the **Inline Course** tool. Use the Format dropdown to select the format desired, then click the green **OK** button.

A screenshot of the "Inline Course" tool. It features a list of courses under the "GY-Geography and the Environment (GY)" category. The courses listed are GY 458 (Urban Planning And Analysis), GY 459 (Water Energy and Food), GY 461 (Political Ecology), GY 462 (Land Use Science), GY 464 (Conservation Politics), GY 466 (Geography of Automobility), GY 470 (Special Topics), and GY 472 (Soil Science). Below the list is a "Quick Add" button and an "ADD COURSE" button. At the bottom, there is a "Format:" dropdown menu with "GY 470 Special Topics" selected. A black arrow points to this dropdown. At the very bottom, there are "OK" and "Cancel" buttons.

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 dropdown, then click the green **OK** button.



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

Course List		Hours
History Colloquium		4
HY 664	History Colloquium	
Historiography Courses (Students choose two of the following)		8
HY 601 or HY 602	Literature Of American History Lit American History Sc 1865	
HY 603	Literature European Hist	
HY 605	Lit Latin Amercn History	
Research Seminar(s)		7
PhD students must complete two, though may substitute a seminar paper or thesis written in a master's program for one of them		
HY 666	History Research Seminar	
HY 698	Directed Research	

c) The Course List tool will open. Select the College and Subject Area from the dropdowns. Highlight the desired course from the left-hand box and use the arrows between the two boxes to move the course over to 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.

The screenshot shows the 'Course List' window. On the left, there are two dropdown menus: 'Arts & Sciences' and 'GY-Geography and the'. Below them is a list of courses including GY 100 Environmental Science, GY 104 Honors Earth Surface Processes, GY 202 The Water Planet, GY 207 Field Water and Climate, GY 302 Climatology, GY 310 America's Public Lands, GY 317 Natural Hazards, GY 339 Natural Resource Environm Plang, GY 341 Geography Of Us And Canada, GY 344 Geography Of Africa, GY 345 Geography of Latin America, and GY 346 Geography of. Below the list are buttons for 'Quick Add', 'ADD COURSE', and 'ADD COMMENT ENTRY'. In the center, there are two arrows: '>>' and '<<'. On the right, there is a 'Headers:' field with a checked 'Sum Hours' box, a 'Program:' dropdown set to 'Geography (UAS-GY-AB)', and a list of 'Major Courses' including GY 101 Atmospheric Proc & Patterns, GY 102 Earth Surface Processes, GY 105 World Regional Geography, GY 110 People, Places, & Environment, and GY 204 Mans and Spatial Reasoning. Below this are fields for 'Comment:', 'Sequence:', 'Cross Reference:', 'Hours:', 'Or Class:', and 'Footnote:'. At the bottom right are checkboxes for 'Indent', 'Area Subtotal', and 'Area Header', and buttons for 'MOVE UP' and 'MOVE DOWN'. At the very bottom are 'OK' and 'Cancel' buttons.

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.

This screenshot is similar to the previous one but includes annotations. An arrow points from the 'Headers:' field to the 'Sum Hours' checkbox. Another arrow points from the 'ADD COMMENT ENTRY' button at the bottom left to the 'ADD COMMENT ENTRY' button. A third arrow points from the 'Area Header' checkbox to the 'Area Header' checkbox. The rest of the interface is the same as in the previous screenshot.

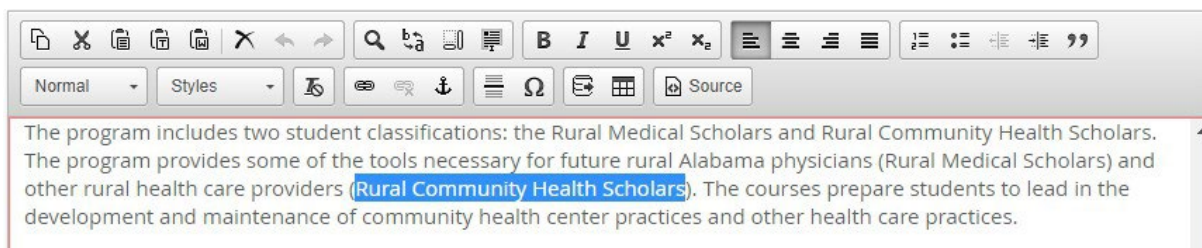
e) If credit hours should appear on the Course List, leave the credit hours in the credit hours field. If credit hours should be removed (e.g. a list of elective course options), place a check in the **Indent** check box. The credit hours will remain in the Hours field but will not appear on the Course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

The screenshot shows the 'Course List' tool interface. On the left is a list of courses under 'Arts & Sciences' and 'GY-Geography and the Environment'. The central form includes fields for 'Headers', 'Program' (set to 'Geography (UAS-GY-AB)'), 'Comment', 'Sequence', 'Cross Reference', 'Hours' (set to 4), 'Or Class', and 'Footnote'. There are checkboxes for 'Sum Hours' (checked), 'Indent', 'Area Subtotal', and 'Area Header'. At the bottom are 'MOVE UP' and 'MOVE DOWN' buttons. The right panel shows a list of 'Major Courses' including GY 101, GY 102, GY 105, GY 110, and GY 204.

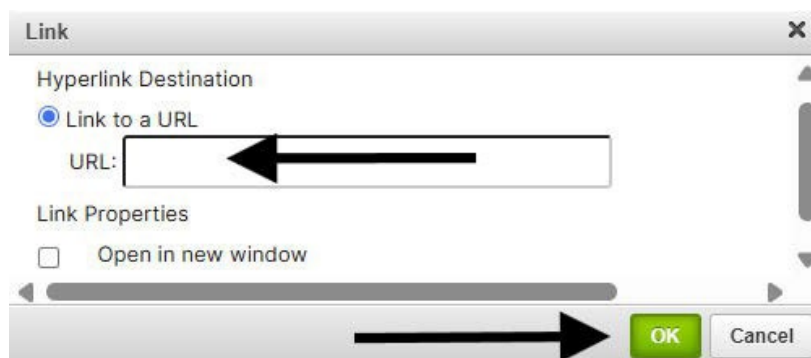
f) Once the curriculum is in the right-hand box, click the green OK button to see the Course List reflected in the Program Body block. Below is an example of how the Course List box appears in the Program Body block. The course list is a visual representation of the curriculum information created with the Course List tool.

Course List		
		Hours
Major Courses		
GY 101	Atmospheric Proc & Patterns	4
GY 102	Earth Surface Processes	4
GY 105	World Regional Geography	3
GY 110	People, Places, & Environment	3
GY 204	Maps and Spatial Reasoning	4

11) **To add a Hyperlink:** Highlight the desired text then click the **Link** tool.



In the Link tool, you may add a hyperlink that is external to the catalog or internal to the catalog. For external hyperlinks, the entire web address must be included in the URL field. An internal link should contain 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.



12) **Creating a Toggle:** This format will allow text to be opened or closed under a specific header. The Graduate School utilizes Heading 2/Toggle 2 for main headers.

How the Heading 2 and Toggle 2 options appear in the catalog:

Closed:

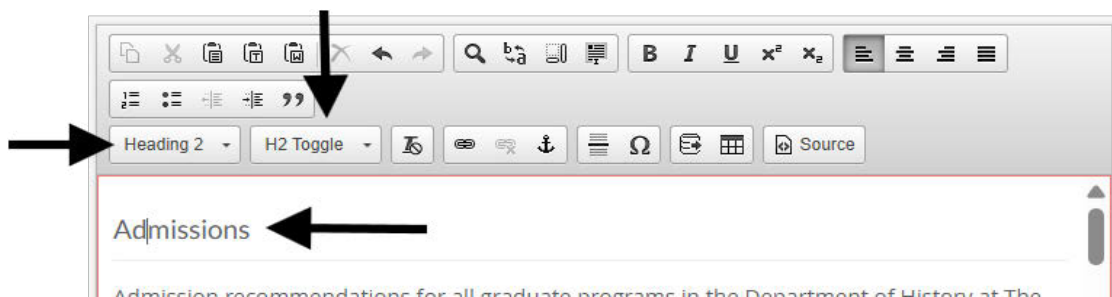
> **Advanced Standing Full-Time Curriculum - campus and distance learner (spring or summer start)**

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

Build the toggle by adding header and body text. Then, highlight the header and select the **Level Header** from the first text formatting dropdown. Next, select the same **Level Toggle** from the second text formatting menu. The toggle encompasses text and course lists until the next header.



13) Finally, scroll to the bottom of the form. Supporting documentation can be added by clicking **Attach File**. To save the work and come back to edit program requirements later 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 documentation that should accompany this proposal. You may click the Attach File button multiple times if you need to attach multiple documents.

Attach File

Uploaded Files:

Files To Be Uploaded:

Cancel

Save Changes but DO NOT Start Workflc

Save and Start Workflow

14) The approval workflow for program edits follows a defined path:

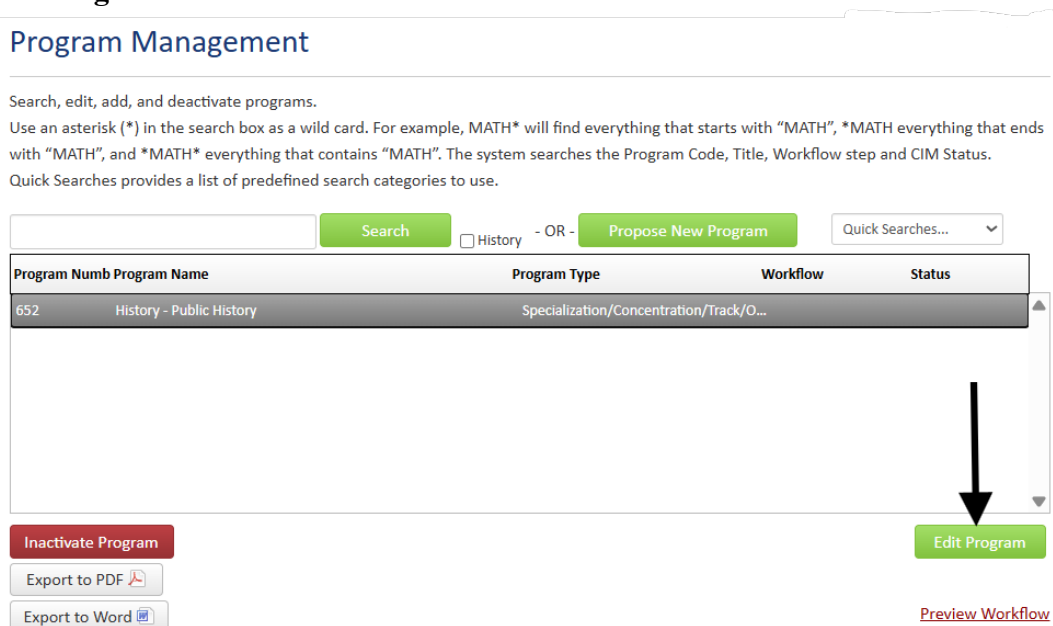
- Department Chair
- Office of the University Registrar
- College Dean
- Graduate Dean (if applicable)

An email notification will be sent when the submitted changes receive final approval or if the proposal is returned for revision. Watch for email notifications and take action, if appropriate. Once program revisions have completed the approval workflow, they will be reflected on the catalog page under the Requirements tab.

15) **Edits to concentrations:** If any concentrations within the program require edits, navigate to those concentrations as listed on the program catalog page. Once within the concentration field, 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 be listed beside the degree program to which it is attached. Click the **Edit Program** button.

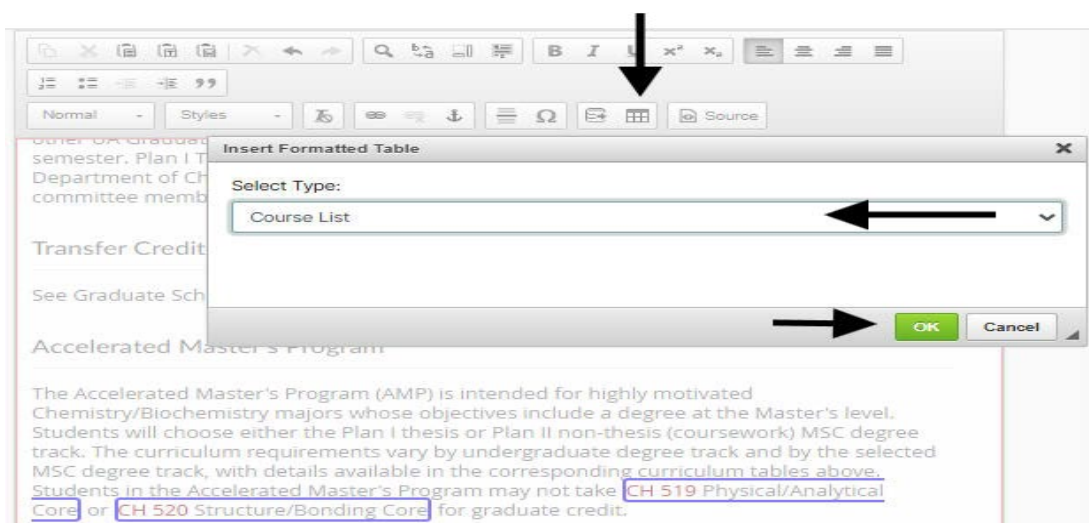


Edit the concentration's program page following the same steps outlined previously in this training document. This process is the same for revising minor and certificate programs as well.

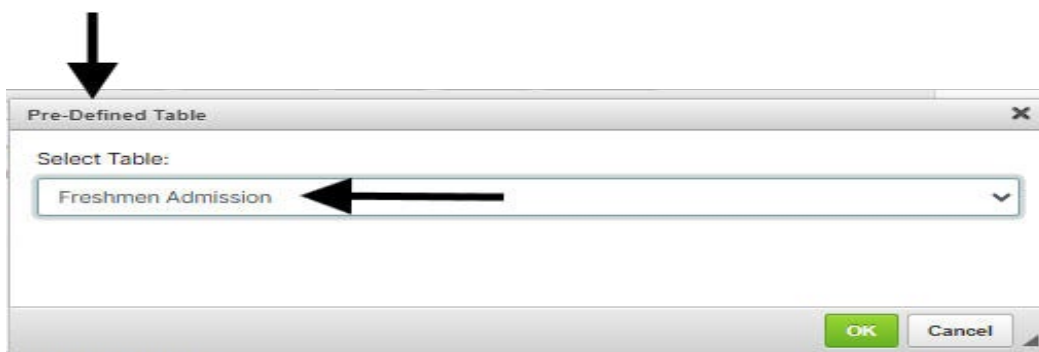
17) **For Graduate Programs with Accelerated Masters Programs (AMP)**, ensure your Program page has an "**Accelerated Masters Program**" heading. Use the Graduate School's formatting of Heading 2 and Toggle 2.

Include two **Pre-Defined Tables** within the Accelerated Masters Program heading of the Program Body block. The first table will contain "*Substitution of Required Classes*" data. The second table will contain "*Substitution of Electives*" data.

To create and edit a **Pre-Defined Table**, click the Insert/Edit Formatted Table icon. From the dropdown menu, select **Pre-Defined Table** then click OK.



Once you select Pre-Defined Table as your table type, click the green OK button. Next, select your table name from the dropdown menu. **Select the table titled "*Substitutions - Accelerated Masters Programs*."**



Fill in the “**Substitutions - Accelerated Masters Program**” table according to what is approved for your program. Connect with the Graduate School for additional guidance regarding substitutions.

Enter the undergraduate class as well as the allowed graduate course substitution. To add multiple courses, click “**New Row**” for each course you need to add. When done editing substitutions, click OK.

Pre-Defined Table

Substitutions - Accelerated Masters Programs Table

MOVE UP
MOVE DOWN

Undergraduate Class:

Allowable Graduate Class Substitution:

NEW ROW DELETE ROW

OK Cancel

18) Once all changes have been submitted into the approval workflow, return to the program's catalog page. If changes were made to the catalog page **anywhere** other than the Requirements tab, (e.g. Overview tab) submit the catalog page into workflow. If the only changes made to the catalog page were updated in Program Admin, it is not necessary to submit the catalog page into workflow.

Review and check to make sure that all requested changes to the program (and concentrations) appear under the **Requirements** tab. Click the "Start Workflow" button on the bottom right corner of the catalog page screen to submit the catalog page into workflow.



DEADLINE 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 in workflow by April 15th for inclusion in the upcoming catalog. Any changes pertaining to program requirements submitted in the catalog, not through Program Admin, will be administratively deleted prior to the catalog's publication.