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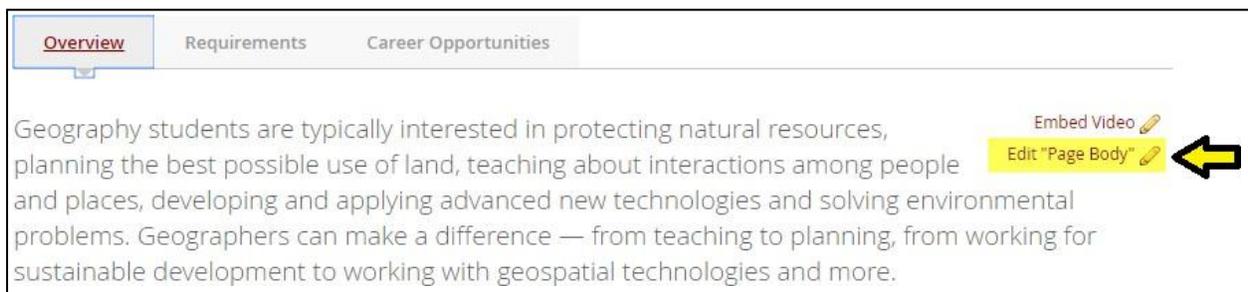
# HOW TO UPDATE PROGRAM REQUIREMENTS IN COURSELEAF

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 existing programs using the **Program Admin** system. All catalog and program revisions must be submitted into the CourseLeaf approval workflow no later than **February 1<sup>st</sup>** and must be to the Registrar step in the workflow by **April 15<sup>th</sup>** for inclusion in the upcoming catalog. **Any changes to program requirements submitted in the catalog not facilitated through 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](#).*

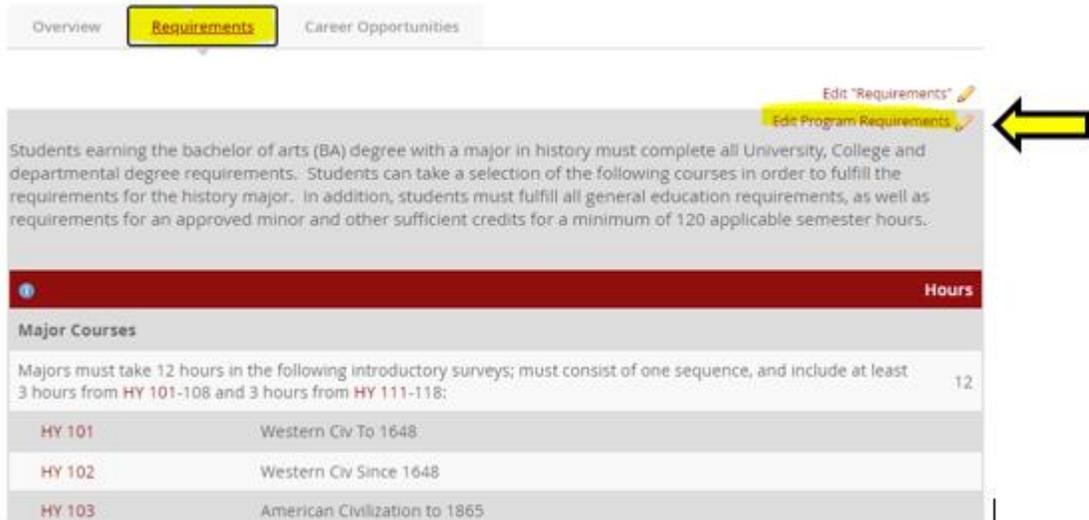
## Instructions:

- 1) In 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.

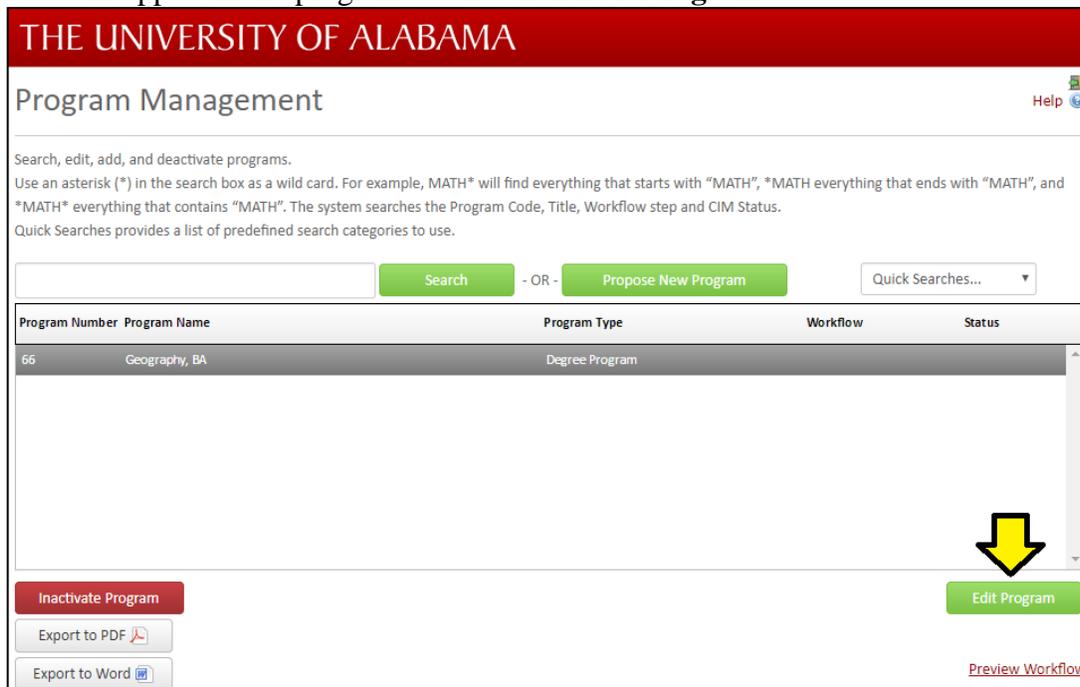


- 4) The **Requirements** tab should contain all information directly related to the completion of the program, including specific admission requirements, course requirements, retention requirements, GPA requirements, etc.

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



- 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**.



- 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 or revise concentration information within the main program record.**

**Program Body**

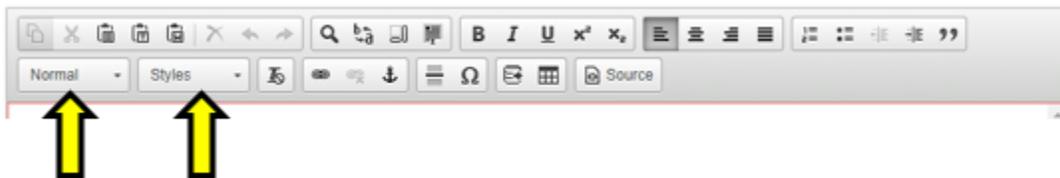
Please use the table creation widget in the box below to complete a course listing indicating the proposed program's courses. Use the comment function to create sub-headings where appropriate to group courses. (New courses will be indicated by "Course X Not Found" preceding the proposed title).

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
<b>Major Courses</b>			
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
<b>Concentration</b>			
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.



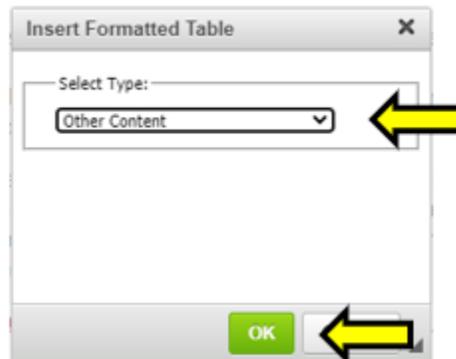
The commonly used headers are Heading 2 and Heading 3. In the screen shot below Heading 2 (Fields), Heading 3 (Field 1), and normal text can be seen.



- 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.

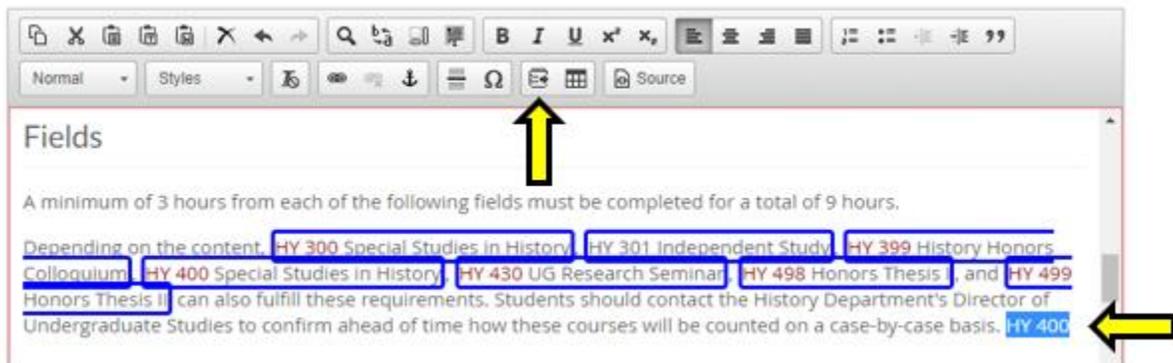


b). In the Other Content box, use the dropdown and click to highlight the Grad: Admission Criteria. Then click the green OK button.

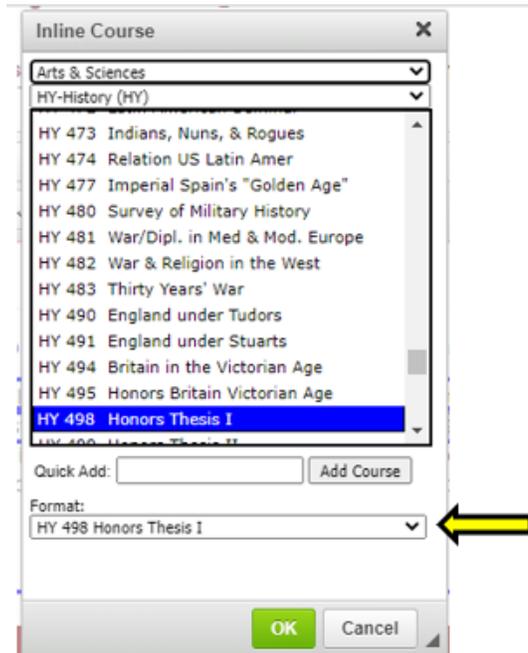


9) **Adding Inline Courses:** Inline courses turn the course referenced in text into a hyperlink which links to the course description.

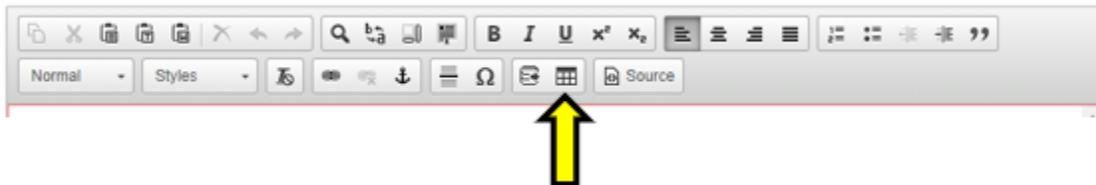
a). To add an inline course, type the course number in the text, then highlight the course and select Insert/Edit Database Field icon from the tool bar. A blue box will appear around the course to indicate the inline course hyperlink is in place.



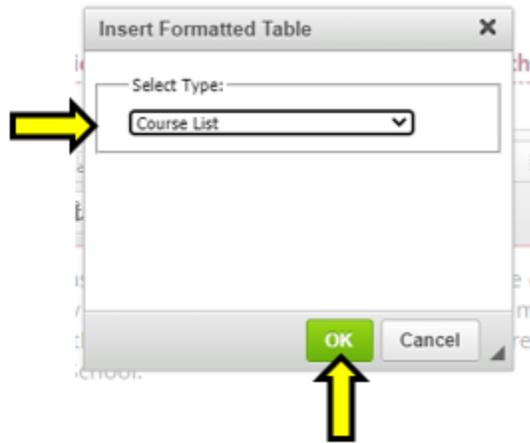
b). To edit the format of the inline course, double click in the blue box. This will open the Inline Course tool. Use the Format dropdown to select the format desired, then click the green OK button.



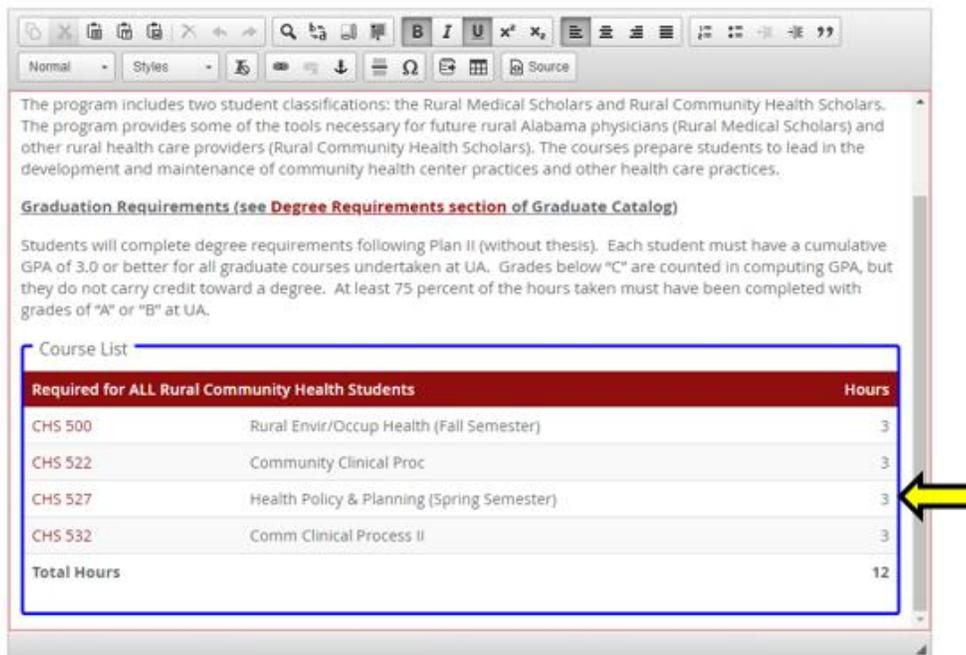
10) **Adding a Curriculum Table:** Use the Insert/Edit Formatted Table tool to create a new curriculum table.



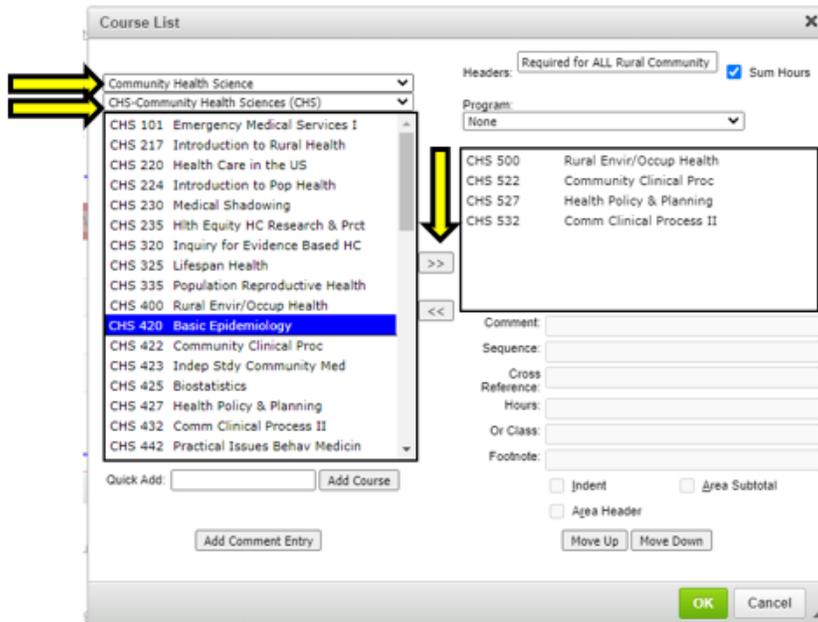
a). Select Course List from the Insert Formatted Table type dropdown, then click the green OK.



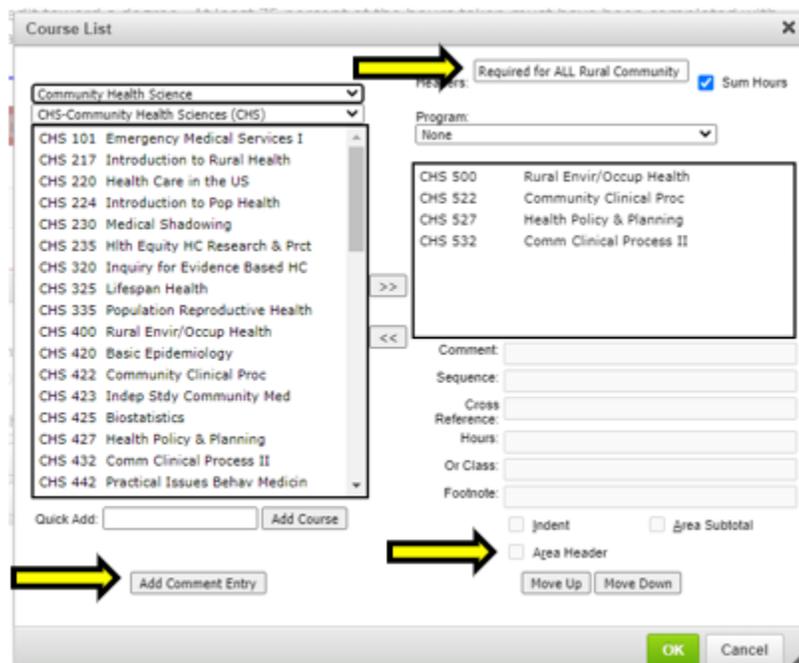
b). If editing an existing Course List double click inside the Course List box surrounded by a blue outline.



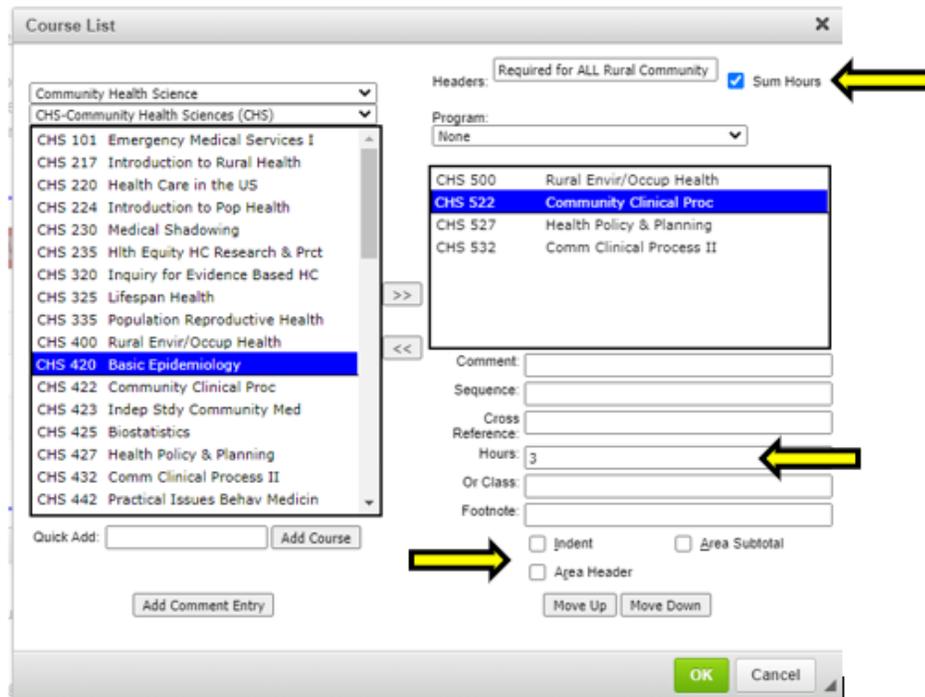
c). The Course List tool will open. In the tool select the College and Subject Area from the dropdowns. Highlight the desired from the left-hand box and use the arrows between the two boxes to move the course into the right-hand box. If an incorrect course is added to the right-hand box, use the arrows 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.



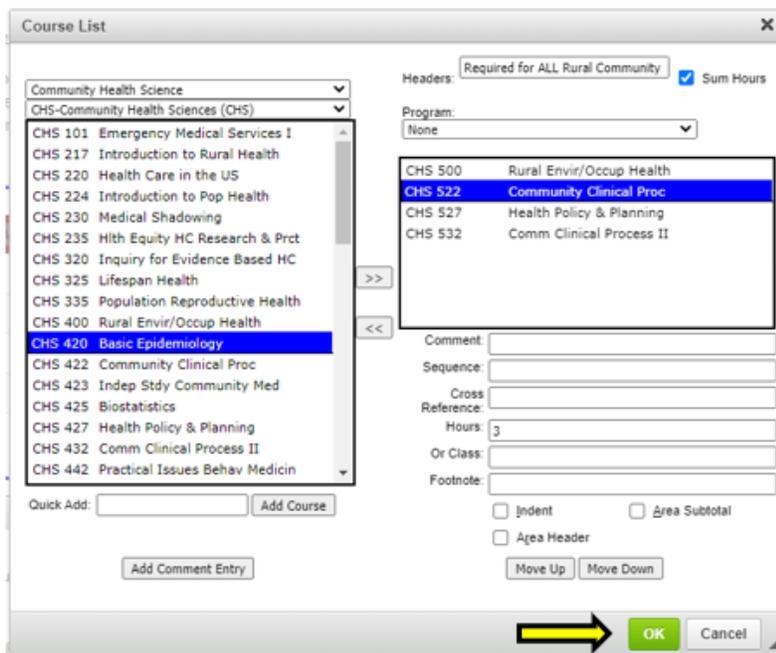
d). To add a header in the red field of the Course List use the Headers field. To add a line of text to the Course List use the Add Comment Entry button. To make the text in the Comment field a header, place a check in the Area Header check box.



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.



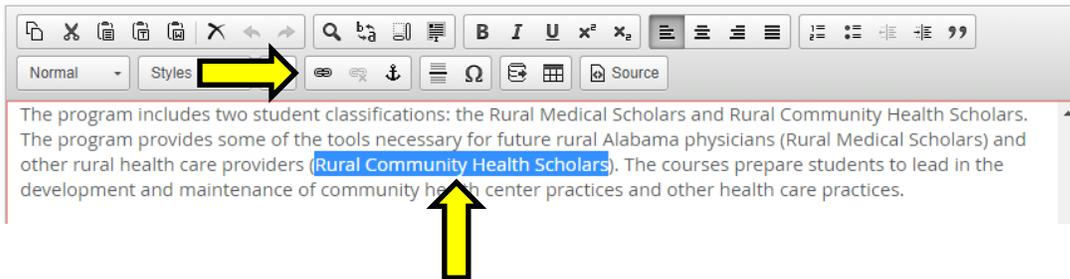
f). Once the curriculum is in the right-hand box, click the green OK button to see the Course List box in the Program Body block.



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).

Required for ALL Rural 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
<b>Total Hours</b>		<b>12</b>

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/](http://courseinventory.ua.edu/undergraduate/arts-sciences/). In the Link tool only include [/undergraduate/arts-sciences/](http://courseinventory.ua.edu/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.

How it appears in the catalog:

Closed:

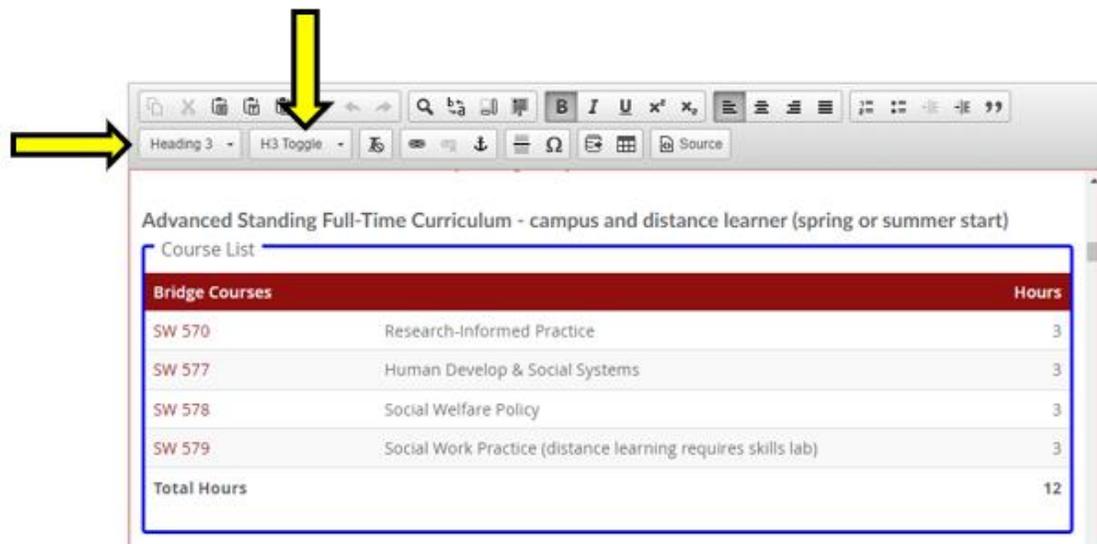
> Advanced Standing Full-Time Curriculum - campus and distance learner (spring or summer start)

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
<b>Total Hours</b>		<b>12</b>

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.



- 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 documentation that should accompany this proposal. You may click the Attach File button multiple times if you need to attach multiple documents.

Uploaded Files:

Files To Be Uploaded:



- 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 concentration field, click **Edit Program Requirements**.



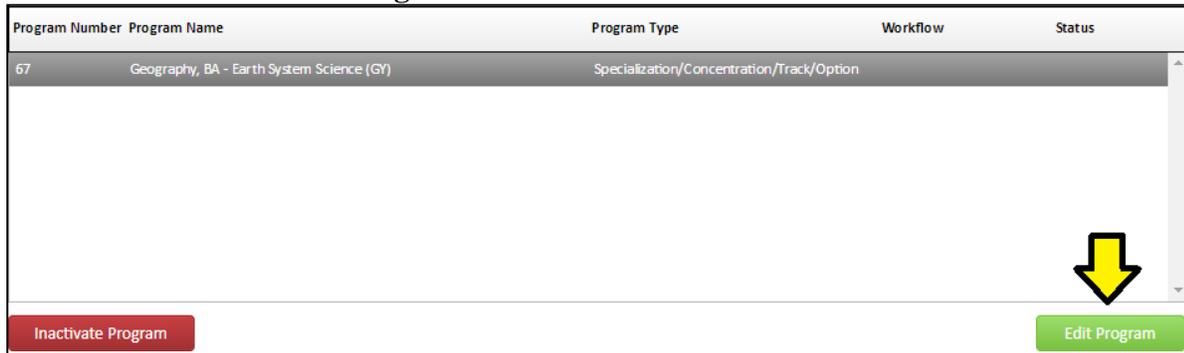
Public History Concentration

Requirements:

1. Students must complete a total of 12 credit hours from an approved course list (included below).

- 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 **Edit Program**.

Program Number	Program Name	Program Type	Workflow	Status
67	Geography, BA - Earth System Science (GY)	Specialization/Concentration/Track/Option		



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  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 1<sup>st</sup> and must be to the Registrar's Office final step by April 15<sup>th</sup> 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.**