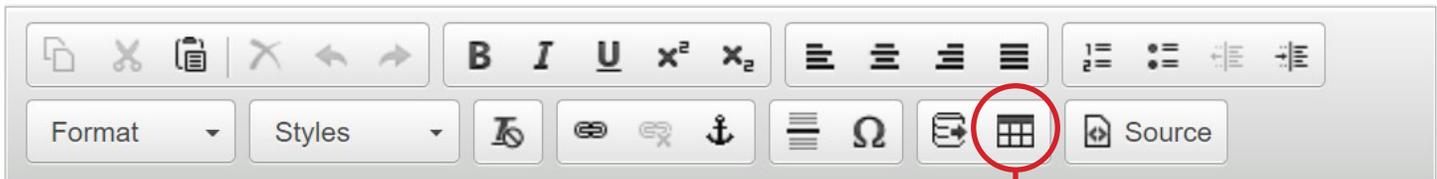
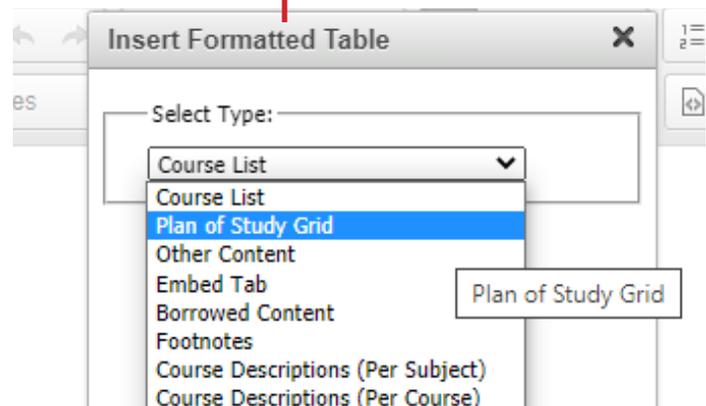


Course List & Plan of Study Grid

Programs - Formatting Course Lists and Plan of Study Grids

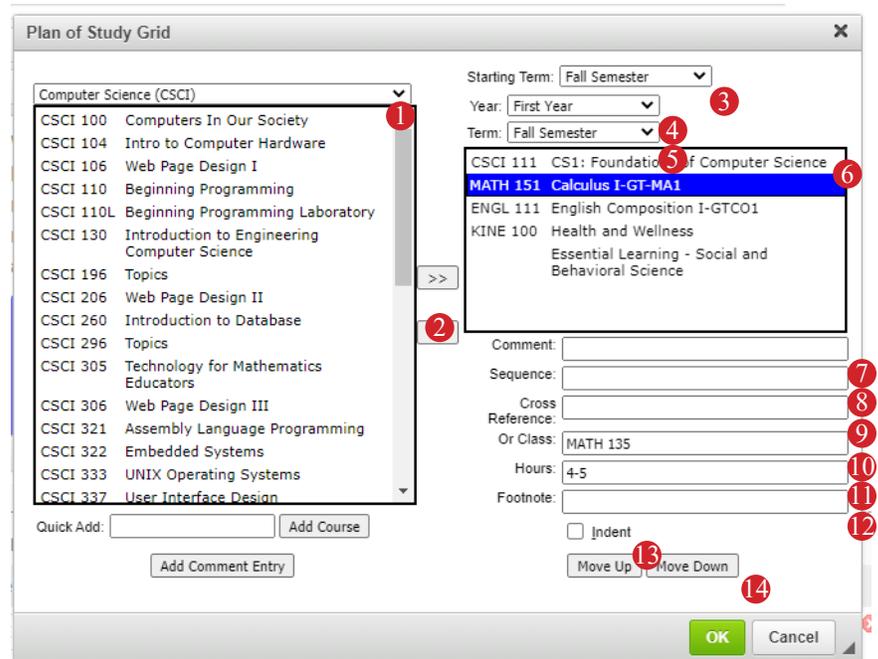


Course Lists and Plan of Study Grids are very similar. The differences are that Starting Term, Year, and Term only show up in the Plan of Study Grid tool. That difference is also seen on a program's CIM entry because Course List is used to enter all of the requirements information for Essential Learning, Other Lower Division, Foundation Courses, Program-Specific Courses, and General Electives while only the Suggested Course Plan uses the Plan of Study Grid.



Available Fields

1. Select course to add to list
2. Move course in/out of list/grid
3. Starting Term - Does the Plan of Study Grid start in Spring, Summer, or Fall?
4. Year - How far into the program does this section of the Plan of Study Grid begin?
5. Term - Which term is being described by the currently listed section of the Plan of Study Grid?
6. Currently listed section of the Plan of Study Grid or Course List
7. Comment - A comment will be displayed in parentheses after the course title
8. Sequence - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other
9. Cross Reference- A cross reference course describes a course that is the same course content offered under different course numbers
10. Or Class - This will display two courses with the word "or" indicating that either course may be taken to meet the requirement
11. Hours - The hours field is automatically populated with the credit hours assigned to the course in your student information system
12. Footnote - Only the footnote symbol is entered in the course list, then add a Footnote table after the course list in the Page Body
13. Indent - Used to indent courses in instances where the student can select from a list of courses
14. Move Up/Move Down - Moves a course higher or lower on the list

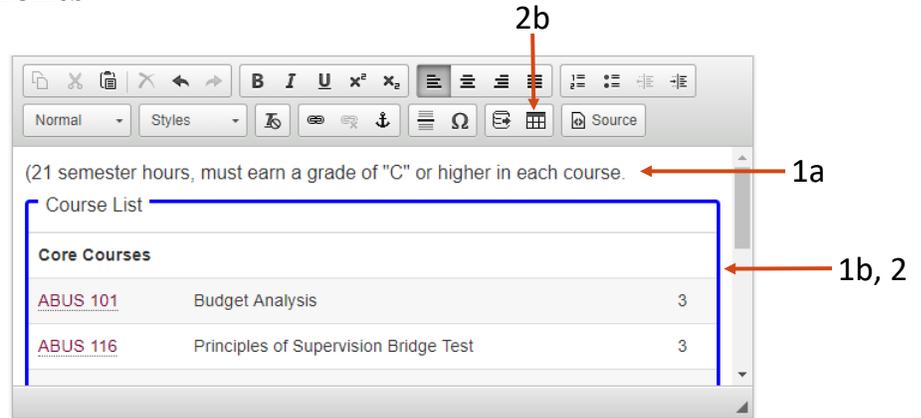


Modifying Requirements & Suggested Course Plan

Modifying Degree Requirements

1. Navigate to the degree requirements you intend to modify. In the text box for these, there will potentially be:

- a. Text about the requirements (BE SURE TO UPDATE THIS IF NEEDED).
- b. A course list box with a blue box around it.



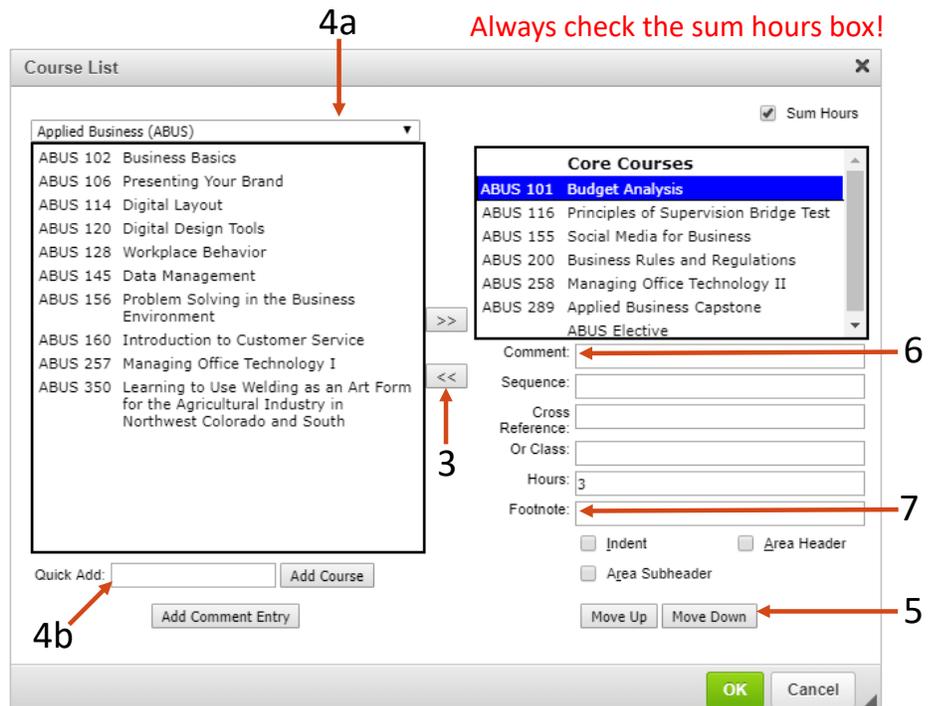
2. Double click on the blue box to edit the course list.

- a. This will open the course list edit tool (see next page for more details).
- b. If adding a separate course list, instead select the Insert/Edit Formatted Table tool; however, it is recommended that just one course list box be used per section.

3. To delete a course, highlight the course on the right and use the left arrow to remove it from the requirements list.

4. To add a course, either:

- a. Find the subject in the drop-down box, locate the course in the list, and use the right arrow to move it into requirements.
- b. Type the course prefix and number (e.g., ENGL 111) in the Quick Add field and select Add Course.
 - If a course is listed more than once in a single list, you must use the Quick Add feature to add the course again.



5. To move a course within the list, highlight the course and use the Move Up or Move Down buttons.

- a. Always list courses alphabetically by prefix and then numerically by course number within prefixes!

6. To add brief notes, such as noting "or higher," use the Comment field.

7. To add more detailed notes use the footnotes option. See Important Notes section for footnotes instructions.

Creating a list of options or restricted electives

1. Using Add Comment Entry, create a header in the following format: "Select <number> of the following:". Then, be sure to do the following for this entry:
 - a. Select Area Header or Area Subheader, depending on which is more appropriate.
 - b. Enter the total hours to be completed within the list in the Hours field.
2. Add courses (see previous page for instructions), and select indent for each course in the list.

Always check the sum hours box!

The screenshot shows the 'Course List' dialog box with the 'Sum Hours' checkbox checked. The 'Applied Business (ABUS)' list on the left contains various course numbers and titles. The 'Core Courses' list on the right has 'ABUS 101 Budget Analysis' selected. The 'Hours' field is set to 3. The 'Add Comment Entry' button is highlighted with a red arrow labeled '1'. The 'Indent' checkbox is checked, and the 'Area Header' checkbox is also checked, with a red arrow labeled '1a' pointing to it. The 'Hours' field has a red arrow labeled '1b' pointing to it. The 'Add Course' button is also visible.

NOTE: This is used anytime more than two options are listed. For only two options, see next slide.

Entering paired courses, such as lecture/lab combinations

- 1a. Add one course (that which comes first alphabetically and/or numerically).
- 1b. Add the other course in the Sequence field.
- 1c. Adjust the Hours field to reflect the sum hours of the two classes together.

Always check the sum hours box!

The screenshot shows the 'Course List' dialog box with the 'Sum Hours' checkbox checked. The 'Applied Business (ABUS)' list on the left contains various course numbers and titles. The 'Core Courses' list on the right has 'ABUS 101 Budget Analysis' selected. The 'Sequence' field is empty, and the 'Hours' field is set to 3. The 'Add Comment Entry' button is highlighted with a red arrow labeled '1'. The 'Area Header' checkbox is checked, and the 'Area Subheader' checkbox is also checked, with a red arrow labeled '1a' pointing to it. The 'Hours' field has a red arrow labeled '1b' pointing to it. The 'Add Course' button is also visible.

Entering option between two courses

- 2a. Add one course (that which comes first alphabetically and/or numerically).
- 2b. Add the other option in the Or Class field.
- 2c. Make sure the hours are correctly reflected, changing it to a range of hours if needed.

Modifying Suggested Course Plan (Course Sequencing)

1. Navigate to the Suggested Course Plan. Double click in the Plan of Study Grid with the blue outline.
2. Select the following for the semester you need to modify:
 - a. Year
 - b. Term

NOTE: Most programs use Fall as the first term, but an alternative starting semester may be selected if needed.

3. To remove a course, highlight the course on the right and use the left arrow to remove it from the course list.

4. To add a course, either:

- a. Find the subject in the drop-down box, locate the course in the list, and use the right arrow to move it into requirements.

- b. Type the course prefix and number (e.g., ENGL 111) in the Quick Add field and select Add Course.

- If the course has already been pulled from the subject list, you can only add it again using the Quick Add feature.

5. To move a course within the list, highlight the course and use the Move Up or Move Down buttons.

- a. Always list courses alphabetically by prefix and then numerically by course number within prefixes!

6. To add brief notes, such as noting “or higher,” use the Comment field.

7. To add more detailed notes use the footnotes option. See Important Notes section for footnotes instructions.

The screenshots illustrate the following steps:

- 1:** A blue outline highlights the 'Plan of Study Grid' table.
- 2a:** The 'Starting Term' dropdown is set to 'Fall Semester'.
- 2b:** The 'Year' dropdown is set to 'First Year'.
- 3:** A course is highlighted in the right-hand list, and the left arrow is used to remove it.
- 4a:** A course is highlighted in the left-hand list, and the right arrow is used to add it.
- 4b:** The 'Quick Add' field is used to add a course.
- 5:** A course is highlighted in the right-hand list, and the 'Move Up' or 'Move Down' buttons are used to reposition it.
- 6:** The 'Comment' field is used to add a note.
- 7:** The 'Footnote' field is used to add detailed notes.

Important Notes About Modifying Suggested Course Plans

1. See information on creating a list of options, entering paired courses (such as lecture/lab combinations), and enter options between two courses in the section on modifying degree requirements. The same features should be used for course plans as needed.
2. If the program requires a specific number of hours for degree but the course sequencing results in a range of hours, one of the following needs added (adding the details set off in arrows below) to the top of the Suggested Course Plan section (above the course plan table):
 - Option 1: Due to a potential variation in semester credit hours for <specific credits>, the following sequencing results in variable credit hours; however, students in this major must complete a minimum of <##> semester credit hours, including satisfactory completion of all required courses, for satisfactory completion of degree.
 - Option 2: While the sequencing below culminates in a total of <##-##> semester credit hours, students must complete a minimum of <##> semester credit hours as required for completion of this degree, including satisfactory completion of all required courses. Plan to complete requirements with varying hour options accordingly.

