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Creating and Editing a Course List

PROCEDURE DESCRIPTION

This document goes over the basics of adding a course list to degree requirements as well as editing an existing course list.

Steps:

1. Finding the program you want to work on when it's not in workflow.
   a. Go to https://next.catalog.ku.edu/programadmin/ and search for your program.
      i. If you know the search key (found in the lower right corner of a program) you can enter that into the search field.

Key: 414
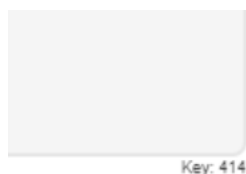
      ii. You can also search by Program Code or by part of the title. To do so, use asterisks (*) before and after your search terms.
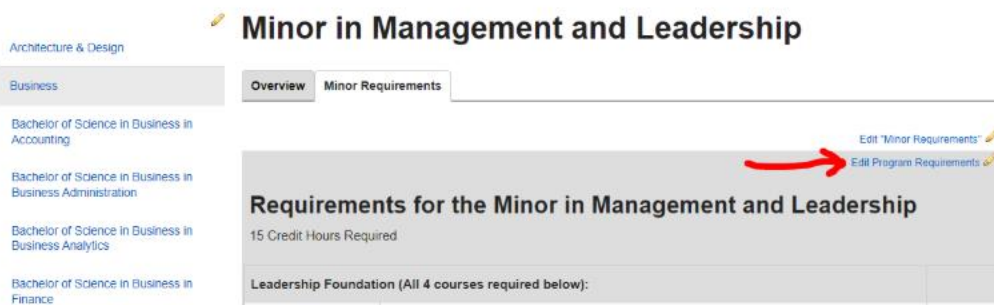

      iii. If you are starting a new program proposal, click on the "Propose New Program" button and fill out the form as needed.
      iv. You can also get to your program by going to the catalog page in next.catalog and clicking on Edit Page at the top to open the edit toolbar. Then click 'Edit Program Requirements' where the degree requirement appears.

b. If your program is already in workflow, go to https://next.catalog.ku.edu/courseleaf/ and select "Approve Pages" in the left-hand navigation. Then select your stage of workflow in the "Your Role" window. Here you will see any programs at this stage of workflow and have the option to Edit, Rollback or Approve.

2. **Adding a Course List:**
    a. Click Edit Program at the top of your program in Program Management and scroll down to "Degree Requirements".
    b. Click on the table button (looks like a window pane) in the text editing tools.
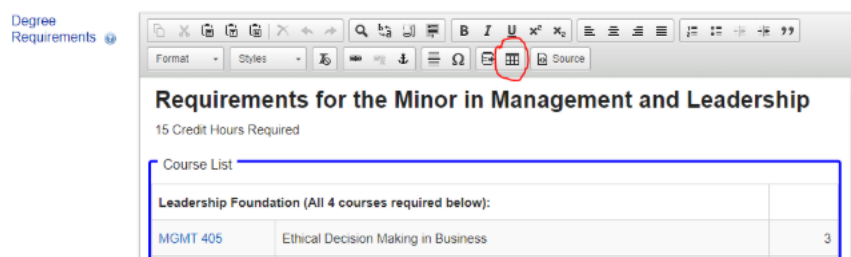
c. Select "Course List" and click ok.
    d. If the course list you want to edit already exists, you can double click on it to open the interface or highlight the course list and click the table button.

3. **Editing Course List:**
    a. Select School/Department at top left hand side.
    b. Check Sum Hours if the table will be a complete list of course requirements and require a total sum of hours for the program.

c. Click on a course in the left side and use the >> button to move it to the right (the right side is where you build the course list. To remove a course from the right, highlight it and use the << button to move it back to the left.

d. You can also add courses manually using the Quick Add entry at the bottom. Make sure the course doesn't say **Course not found** after entering the course.

e. To add a comment, use "Add Comment Entry". This is for entries that don't have a specific course. For example, "Students are required to take 6 hours of the following electives".

f. Use the comment field here to add a comment to follow a course number.

g. Use Sequence for "AND" courses.

h. Use Or Class for "OR" courses.

i. Hours should be automatically filled in if a course is entered. For comments you can add a value to hours, if needed.

j. Footnotes- add a footnote designator to a course listing here.

k. Check 'Indent' if you don't want the hours a list of courses to be counted towards the total hours (like a list of electives or any course that doesn't count towards the total number of major hours). Use 'Area Header' to make a comment a heading and bold.

l. Use Move Up/Move Down to change the order of courses and comments that have been entered into the course list.

4. **Helpful tips.**

a. The footnotes should be used for Core 34 notation (010, 020, etc.) or a footnote designator (*, 1, a, etc.) for a footnote that will appear after the course list. If you want to make a statement as a "note" after a course entry, use the Comment field.

b. If you see "course not found" in an entry remove the course by highlighting it and using the left arrow (<<) button. Then try to add it in again by typing the course name correctly- note that capitalization counts when typing this in.

5. **Concentrations**
   a. To include a concentration in the total hours of a degree you can add a comment, like "Concentration coursework", and enter the total hours of the concentration in the Hours field of the comment. Use a range of hours, for example 10-12, if there are more than one concentration and the hours don't match.

6. **Multiple Classes (or/and)**. To enter in multiple "or" classes use a comma to separate them in the list. If any courses need to be paired together, use an ampersand (&) between the two courses.

7. **Degree Requirements Completed**. The degree requirements page should include:
   a. Core 34 General Education (34 hours)
   b. Degree Specific Requirements, if any (BA, BGS, Pre-Requisites)

c. Major Requirements
d. Capstone
e. Any Overall Elective hours needed to reach 120

Code	Title	Hours
Core 34 General Education		**34**
Foundation Core [1]		
JMC 101	Media and Society	3
JMC 104	Words at Work: Writing Essentials	3
JMC 300	Visual Storytelling	2
JMC 302	Information Exploration	3
JMC 304 or JMC 305	Media Writing for Audiences / Writing for Media, Honors	3
JMC 309	Data Storytelling	3
JMC 211, 212, 213, 214, 215 (2 courses; 1 credit hour each)		2
Upper-Level Core		
JMC 408	Media Law and Ethics	3
Electives		
JMC 201, 534, 590, 613 (JMC Diversity course, choose 1)		3
JMC electives		5-8
Journalism Concentration		**12-15**
After completing the foundation core, the student completes a concentration, Media Arts & Production, Multimedia Journalism, Digital Marketing Communications, Advertising & Public Relations or Sports Media & Society.		
Capstone		**3**
The student completes an approved capstone within the concentration.		
Overall Elective Hours		**35**
Total Hours		**114-120**

¹ Completion of JMC 101 with a grade of C (2.0) or higher is a prerequisite for JMC 300, JMC 304, JMC 305, JMC 309, and JMC 408. Additional prerequisites may apply. Admission to the School of Journalism and Mass Communications is a prerequisite for JMC 304, JMC 305, and JMC 309.

Creating and Editing a Degree Plan

PROCEDURE DESCRIPTION

This document will cover how to add and edit a degree plan, and where it should be found in the catalog.

Steps:
1. Every degree should have a degree plan in the catalog. This will commonly be on the Degree Plan tab of the program, however if a degree has multiple concentrations the Degree Plan tab will have links to all the individual Degree Plans based on each concentration. This linking is generally set up by OUR when the concentration bump-out pages are created.
2. The degree plan should list out by semester and year a potential list a student could follow in order to complete the degree in the given number of years. It should be all in one table and have information for Fall and Spring semesters, plus Summer if needed.
3. To add the grid in next.catalog, with the degree plan tab selected click on Edit and click on the table icon in the text tools. Select "Plan of Study Grid" in the drop down menu.
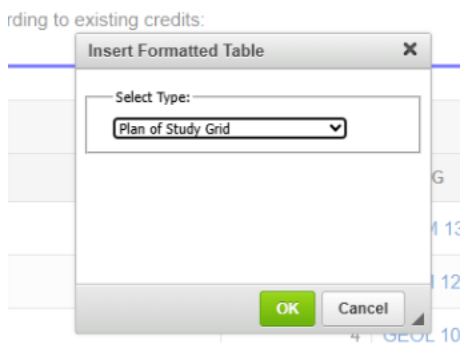
4. This will open up the interface where you can edit the grid.

a. Select your Department and Subject of any class you want to add.
b. Highlight the course and click on the ">>" button in the middle to add.
c. You can also add a course by directly typing it in "Quick Add". Spelling and capitalization count here.
d. Use "Add Comment Entry" to add a Core 34 requirement, an elective, or anything that is not a specific course.
e. Select the Year and Term you are adding information for. When you've completed the current term, select the next year/term here instead of closing the window.
f. What is in this window is what will appear in the table for the current year/term. You can remove items by highlighting it and clicking on "<<".
g. You can add comments here.
h. If needed you can additional components like a lab, studio here.
i. You can list other options a student can take here (like an honors course, etc.)
j. This should be filled in for existing courses. In comments (like an elective, for example) you can add the hours.
k. You this for a footnote placeholder (like *, 1, 2, etc. if you will follow the Course List with corresponding footnotes for the list.
l. Checking this box will make the hours for a course not contribute to the total hours (this is normally not used in Course Lists)
m. Highlight a course that has been added to window F and you can use Move Up or More Down to change its placement in the list.

5. Once you have added all terms for every year and the lists are complete, click "OK" and the table will be completed in the edit window. You can double click on the table if further edits are needed.

# Creating and Editing Footnotes

PROCEDURE DESCRIPTION

This document will explain the use of Footnotes in the catalog and how to create and edit them.

Steps:
1. If you want footnotes for items in your degree requirements or degree plan, first place footnote designators (*, 1, 2, etc.) in those table. See the documentation for Degree Requirements or Degree Plans for more information.

CHEM 175, 135, or 195 (Major Requirement)[2]	5
MATH 126 or 146 (Major Pre-requisite)	4
BIOL 150[3]	3

2. After completing your degree requirements/degree plan, you will need to create a new table using the insert table button and select "Footnotes" in the dropdown menu.
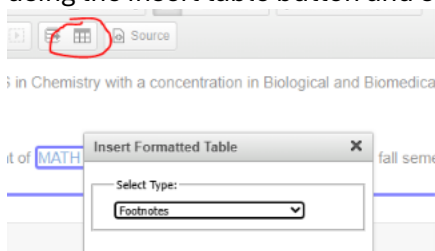
3. For each footnote, enter a symbol you want to use in the Symbol field and add text in the Footnote Content field.
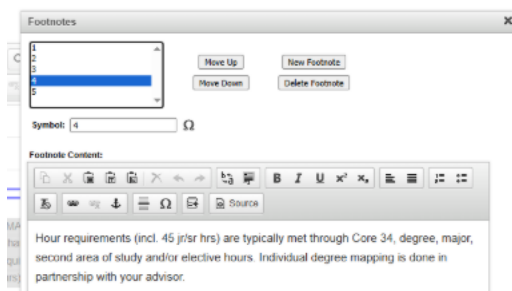
4. You can add a new footnote using the "New Footnote" button; reorder them using the "Move Up" and "Move Down" buttons; and delete using the "Delete Footnote" button.

Editing a Catalog Page and Adding Links

PROCEDURE DESCRIPTION

This document goes over the basics of editing a page in the catalog along with how to create links, link courses, and how to add tables (Course List, Plan of Study, Footnotes).
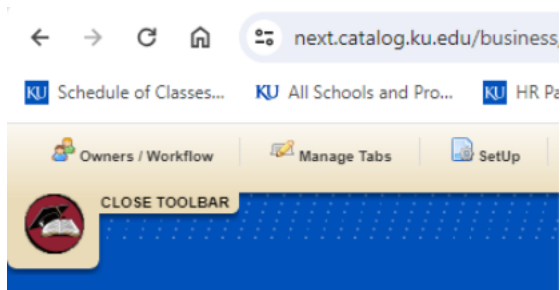
Steps:
Editing an existing page in next.catalog

1. In next.catalog navigate to the page/tab you want to edit. In upper left corner click on the "Edit Page" button.
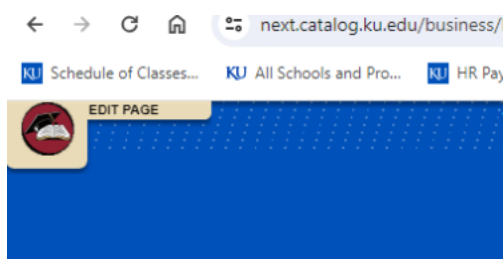
This will open a toolbar and you can now edit text/tables/programs on the page by clicking the Edit link with pencil under the title of the page on the right. If there are tabs on the page, this will be under the tabs.

2. In the window that opens you can edit, paste, etc. any text as needed. When done editing, click "OK" at the bottom of the window. If you want to exit without making any changes, click "Cancel".

Adding/editing Links:

1. Highlight the exact text you want to be a link.
2. Click on the link button (1.) [To remove an existing link, click on the break link button (2.)]

3. In the window that opens, enter the link into the URL window.

4. If it is a link outside of the catalog, check "Open in new window"
5. If link is an email address, use mailto:emailaddress@ku.edu in url.

Linking courses listed in the catalog

Note: sometimes the catalog may automatically detect and link courses in tables/footnotes. However, if you are listing courses in normal text and would like them to link you may have to do so manually.

1. Highlight the course you want to link. This should be in the form of Department code in all caps, followed by three numbers (for example, MATH 115).

2. Click on the Insert Database Field (circled below). This should link to the corresponding course.
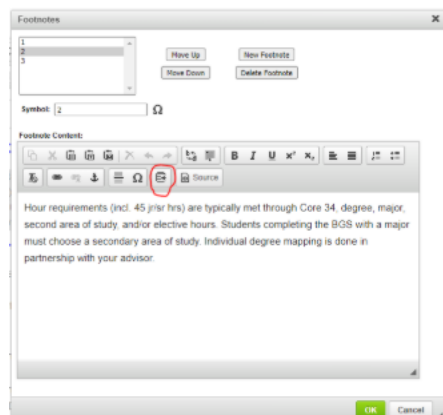
3. To edit the format of a linked course, double-click the course in the edit window and select "Format:" at the bottom. This will give you two options to display the name of the course along with the number.