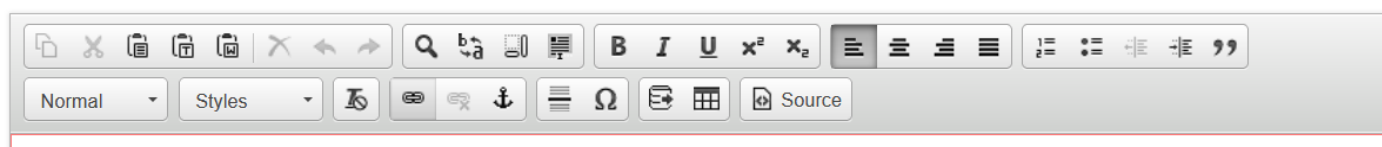


# FORMATING PROGRAM/POLICY REQUIREMENTS

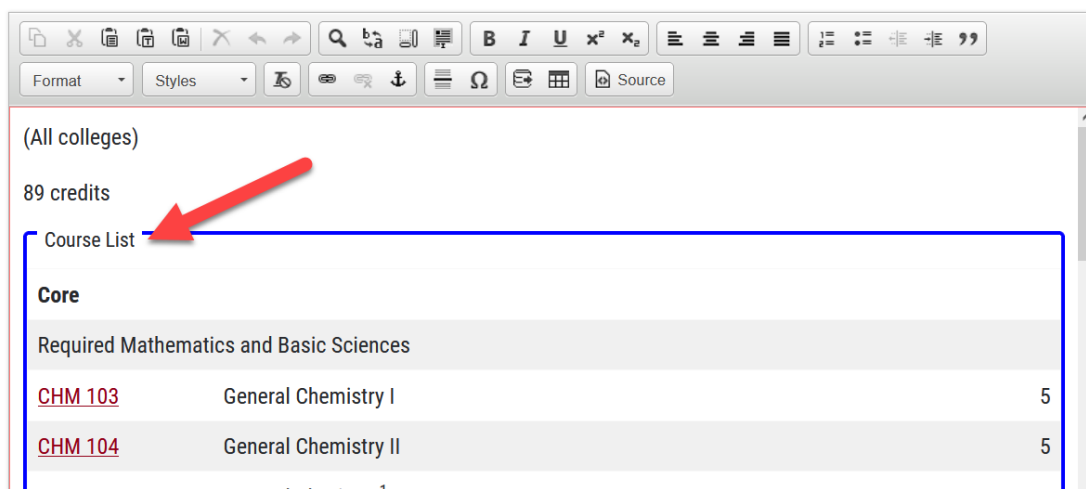
Programs are published in the catalogs following a similar format and appearance across all departments. Revisions to program requirements should be readable, clear, and consistent with the rest of the catalog. *Proposals that do not follow the proper format may be returned to you for correction.*

The below guidance works with both new program proposals and program revision proposals.

1. Log into CIM using user id and password.
2. Click on **Propose New Program** or search for an existing program to edit, select and click **Edit Program**.
3. Fill out the form or make changes as needed. See the CIM guides: *Creating a New Program* or *Revising an Existing Program*.
4. When you get to the **Program or Policy Requirements and Description** section (a.k.a. the page body), edit using the page editor tool. The page editor tool has most of the options that a standard text editor tool has.



- a. **Accessibility:** Click anywhere in the page body and press Alt-0 on your keyboard to see the accessible features. Alt-F10 will allow keyboard navigation of the Page Body Editor toolbar.
- b. **Adding text:** Click where you want to add the text and start typing.
- c. **Copy & Paste:** You can copy/paste text from another document, but some formatting will be lost. You can use the page editor tool to reformat.
- d. **Course lists must be** built into a grid using the **Course List** option, except for short lists included in a paragraph or footnote. Course Lists have a blue outline around them.



- i. **Add a Course List:** click on the spot where you want your course list to begin. Go to the worksheet/ *Insert/Edit Formatted Table* icon in the page editor tool. In the popup window, select **Course List** and click OK.



- ii. **Edit an existing Course List:** double click on the Course List outlined in blue.

iii. **Using the Course List tools:**

- A. The left column is the course picker. Transfer courses from the left to the right, and visa versa. Everything on the right side will be put into the program's page body.
- B. **Add a course to list:** Use the left-hand drop-down menu to find a course to add. Move it over to the right by:
- Double clicking on the preferred course, or
  - Selecting the course and clicking arrow in the middle pointing right, or
  - Entering course prefix and number into the **Quick Add field** and clicking **Add Course**. Use the format: subject (capitalized), space, course number (i.e., BIO 105).

- C. **Remove a course from list:** Select the course from the right-hand list. Use the arrows pointing left to remove it from course list.

- D. **Add Comment Entry:** To add a heading or other line of text (e.g., Core, Select one of the following, etc.), select the **Add Comment Entry** button on the left hand side. Enter the text in the pop-up window and click OK.

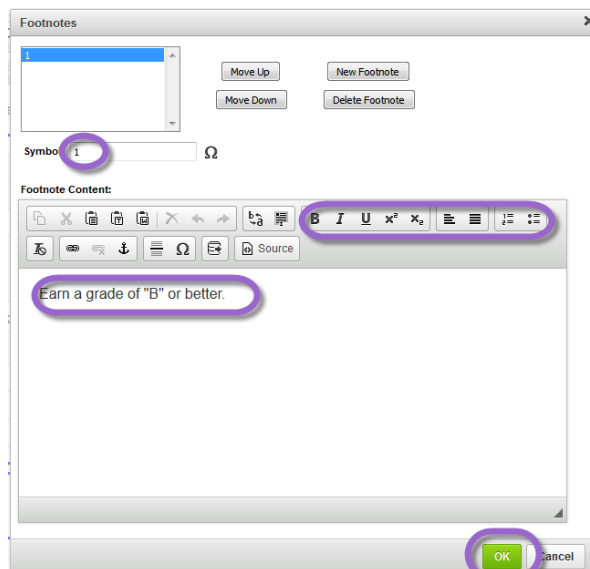
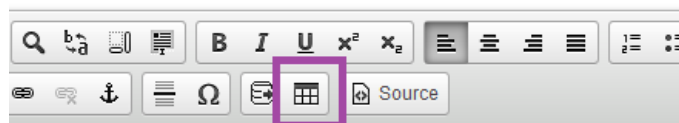
- E. **Move Up or Move Down** buttons: To reposition courses, headers, and comments.

- F. **Comment:** To add a comment that will appear on the same line as the course (e.g., “to be taken twice”). Click on the course in the right-hand list. Enter a comment into the Comment field. Do not use parenthesis as the system automatically adds parenthesis for you.
- G. **Sequence:** Groups courses together with an “&.” Select the first course in the sequence from the right-hand list. Then enter the next course in the Sequence field and any remaining courses separated by a comma and space (SOC 110, SOC 225). In the final list, the subsequent courses will be indented underneath the first course with an “&” in between them.
- H. **Cross Reference:** To indicate when a course is cross-listed and can be taken under either department. Select the course in the right-hand list. Enter the prefix, space, and 3-digit number of the cross-listed course in the Cross Reference field.
- I. **Or Class:** Groups courses together as an “or” option. Select the first course from the right-hand list. This can be the course your department prefers be taken because it will be listed first. Enter in the other course options in the Or Class field. If more than two courses, separate using a comma and a space (SOC 110, SOC 225). In the final list, the subsequent courses will be indented underneath the first course with an “or” between them.
- J. **Credits:** this field will automatically populate except when adding a new course not approved yet. However, you can edit it. For example, Student Teaching may have a credit range of 1-15 officially. You may want to set the amount to 12 to indicate to students how many credits of a certain range they are expected to complete. When the **Sum Hours** box in the upper right is checked, the credits calculated will include the number you set. (You can also enter the number of credits in a comment, such as when students should take a number of credits from a list below. See the Indent directions below.)
- K. **Footnote (numbers):** To add a footnote number to a course, header or comment. After selecting the correct line from the right-hand list, enter the footnote number. See the section called **Footnote texts** for details on how to add the text of the footnote itself.
- L. **Indent** – shifts a course inward and removes the number of credits from displaying. Use this when you do not want the course credits to add to the overall total. A list of elective courses is a good example. If you list ten courses and only one needs to be taken, indent each course. Then add a comment above the ten courses (e.g. Select one of the following:) and add the number of credits to the comment using the Credits field. Now if you check the **Sum Hours** box, the total credits for the requirements will only add the elective credit amount you indicated, rather than the credits of all courses in the list.
- M. **Area Header** - bolds a selected comment. For example, if there are categories of electives, you may emphasize the category name by adding a comment using the Add Comment Entry, then making it bold by checking the Area Header box.
- N. **Sum Hours:** when this box is checked, the credits in the list are totaled and posted at the bottom of the Course List. Credits on indented course and comment are excluded.
  - iv. **Save the changes made in the Course List:** Click **OK** at the bottom of the Course List window. This enters the information from the **Course List** into the page body but does NOT save it. If more information needs to be changed or added to the list, double click on the blue box and keep going. **IMPORTANT:**

you must also click the **Save as Draft** button at the bottom of the form to save the changes so you can come back to them later.

e. **Footnote texts:**

- i. Within the page body section, click where you want the footnote to appear (usually at the bottom of everything or at the bottom of a section).
- ii. Click the worksheet/  
*Insert/Edit Formatted Table* icon. In the popup window, select **Footnotes** and click OK.
- iii. Enter the footnote number into the **Symbol** field and hit **Enter**. Select the number that appeared at the top left. Then type text into the page body area using the formatting tools as needed.
- iv. If you have another footnote to add, click **New Footnote** and repeat the steps. When done with everything, click **OK**. This enters the footnote into the page body but does NOT save it.
- v. Go back into your Course List and add the appropriate footnote number, if you haven't done so already.
- vi. To make additional changes, double click on the blue box in the page body titled Footnotes.
- vii. Remember, that changes to the proposal will NOT BE SAVED until **Save as Draft or Start Workflow** button is clicked at the bottom of the form.



<b>Total Credits</b>	<b>33</b>
<b>Footnotes</b>	
1 May substitute <a href="#">MTH 225</a> for <a href="#">CS 225</a> . 2 <a href="#">CPE 498</a> Senior Capstone (2 cr.) must be taken in sequential semesters, starting in the fall.	
Students in this major are exempt from the College of Science and Health core requirements.	

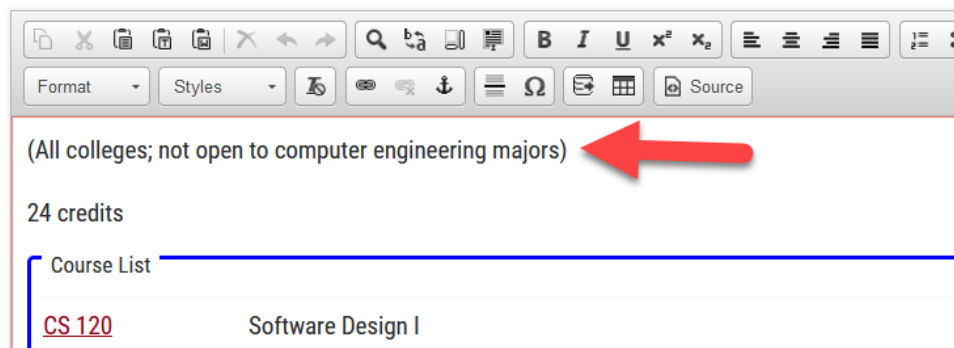
- f. **New courses not approved:** New courses not approved yet are not in the program form's course picker and have to be entered in using the Quick Add.
- i. Enter the subject, space, course number in the **Quick Add** and then click **Add Course**. The course will appear on the right with \*\*\*Course Not Found\*\*\*.
  - ii. To make it more understandable for reviewers, you can enter the proposed title in the **Comment** and the proposed credits in **Credits**. When a new course is a required course, a credit amount must be entered so that the total credits on the requirements is correct.

- iii. Once you click OK, the course will display in the page body with a red box around it.
- iv. The Records Office will remove the added comment after the course has been approved and created in WINGS.

<a href="#">BIO 304</a>	Plant Biology	3
<a href="#">BIO 307</a>	Ecology	3
<a href="#">BIO 420</a>	<b>Course BIO 420 Not Found</b> (Applied Mycology)	4
<b>Total Credits</b>		<b>10</b>

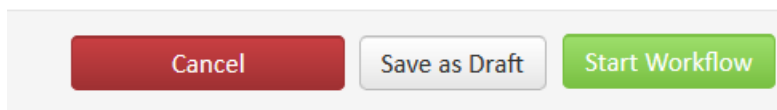
- g. **Errors** - If you see a **red box** around a course or a credit number:
  - i. Around credits: the credits added in the credits field of the Course List do not match what the system has for that course.
    - a. When error is ok:
      - a. If the number of credits was changed to reflect how many times a student has to take that course or the normal number of credits required in total for the course, such as with an independent study or fieldwork course. Check to make sure you entered credits correctly, but if you did, this red box can be left alone. Contact the Records office with questions.
      - b. If the credit amount of the course is also changing, but the effective date has not passed yet, the number is correct, and the form will adjust after the effective date has passed.
    - b. When error is not ok: If the wrong credit amount was accidentally or there's no reason for it to be different. Check the credit number and adjust as necessary. Contact the Records office with questions.

- ii. Around the course code or name with the words “Course Not Found:” Course does not exist, has been deactivated, or has changed course numbers. Check the course number to make sure the information entered is correct. Contact the Records office if you have questions.
  - a. For new courses, the form will automatically update once the effective date is passed. If the date has already passed and course still says not found, the Records office may still be processing the new course.
  - b. For courses changing numbers, each program form or course prerequisite listing the old number has to be changed individually. Sometimes this can be done through catalog cleanup without going through governance, but it depends on whether the course number was the only item changed or not. Contact the Records office if you have questions.
- h. **General order of curriculum requirements:** The below order of curriculum sections is recommended where possible to keep the catalog consistent, but is it not necessarily required. Most programs do not have all these sections.
  - i. Who is this program open to?
    - a. Which students are allowed to declare this major as their first major (i.e. do all students have to complete your college’s core, or may they complete another college’s core requirements and still complete this major)?
    - b. For minors/certificates, are any majors restricted from completing this minor/certificate?



- ii. Total number of credits required (may be listed again at the bottom of course requirements)
  - iii. Admission requirements
  - iv. Retention in program requirements
  - v. Core requirements & shorter elective lists
  - vi. Emphasis/concentration requirements
  - vii. Capstone/field experience
  - viii. Long elective lists
  - ix. Test or portfolio requirements
  - x. GPA requirements to complete program, not including the GPA for degree
  - xi. Other restrictions/notes, such as double counting restrictions or more details about any minor or other programs restricted from completing this program.
- i. **Style** – in general, the program page format should follow the same rules as the official catalog because it is published in that document. The official catalog is intended to mimic [UWL’s website style](#) in most situations, although not all. Some of the main style rules are:

- i. Only capitalize full and official names.
    - a. Major and minor names are not considered official in the catalog. To be considered official, the word “Program” will be in the title. Example: “computer science major” or just “computer science” is not official, but the Computer Science Program or the Master of Science Engineering Graduate Program is official. Students are computer science majors, not Computer Science Majors.
    - b. Do not capitalize a position title unless it is being used as the official title. Example: the dean of a college/school is not official since it is referring to multiple different people with different titles, but the “Dean of the College of Science and Health” is official and refers to a specific person.
  - ii. Use advisor with an “or” rather than with an “er” when referring to an academic advising position.
  - iii. Titles on sections & labels are only capitalized on the first word unless the title includes an official name.
  - iv. Links to websites should be created as hyperlinks on meaningful text within the context of the sentence. Avoid using “click here” or listing out the website address.
  - v. Numbers in text should be spelled out up to number nine. 10 and higher may be numerals.
  - vi. The Records Office reviews all forms that come through to match catalog style, both before and after approval at UCC or GCC. Contact that office if you have any questions.
5. Complete rest of the form and Save.
- **Save as Draft** - to save your work and come back at a later time. This save does not submit the form and will allow saving without filling out all required fields.
  - **Start Workflow** - to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted. The form saves and notifies the next approver in the workflow with an automated email explaining that they can now review, edit, approve, or reject the course proposal.



- **Other options:**
  - **Cancel** (or close window without saving) – to erase any changes you made in this session, but only this session. You are returned to the previous screen. Form will not be submitted.
  - **Erasing all edits** - Contact the curriculum administrators in the Records and Registration office ([curriculum@uwlax.edu](mailto:curriculum@uwlax.edu)) to shred your edits and start over.

Questions? Additional guides can be found on <http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/>, or contact the Records and Registration’s Curriculum Team at [curriculum@uwlax.edu](mailto:curriculum@uwlax.edu).