Module Contents

• Program Course Requirements Fields
• Entering a Course List
• Adding Courses Step-by-Step
• Adding Comment Text
• Adding Plans of Study (Term-By-Term)
• Course List Picker Reference Guide
Program Course Requirements Fields

- There are 3 form fields that communicate the course requirements for a program:
  - Program Course Requirements - The required listing of courses that will be published in the catalog.
  - Degree Audit Encoding Notes - for registrar; not printed in catalog.
  - Plan of Study Grid - An optional term-by-term listing of courses for publication in the catalog.
Program Course Requirements Field

• This box is used to list:
  • Required courses in the program
  • Restricted elective courses- Those with an “or” option or “pick X courses/credit hours from a group”
  • General elective courses
  • Semester credit hours
  • Links to other program components such as general education core or concentrations that are listed as separate programs and appear on different catalog pages.
  • Other comments or organizing text to group courses.
Program Course Requirements Example

## Requirements for a Major in Biology (Science Education)

Thirty-one semester hours including the following:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIO 1305</strong></td>
<td>4</td>
</tr>
<tr>
<td>&amp; <strong>BIO 1105</strong></td>
<td></td>
</tr>
<tr>
<td>and Modern Concepts of Bioscience Laboratory</td>
<td></td>
</tr>
<tr>
<td><strong>or BIO 1405</strong></td>
<td>4</td>
</tr>
<tr>
<td>Investigations of Modern Biology Concepts I</td>
<td></td>
</tr>
<tr>
<td><strong>BIO 1306</strong></td>
<td>4</td>
</tr>
<tr>
<td>&amp; <strong>BIO 1106</strong></td>
<td></td>
</tr>
<tr>
<td>Modern Concepts of Bioscience, continued and Modern Concepts of Bioscience Laboratory</td>
<td></td>
</tr>
<tr>
<td><strong>or BIO 1406</strong></td>
<td>4</td>
</tr>
<tr>
<td>Investigations of Modern Biology Concepts II</td>
<td></td>
</tr>
<tr>
<td><strong>BIO 2306</strong></td>
<td>4</td>
</tr>
<tr>
<td>&amp; <strong>BIO 2103</strong></td>
<td></td>
</tr>
<tr>
<td>Genetics and Genetical Laboratory</td>
<td></td>
</tr>
</tbody>
</table>
Entering a Course List

1. Click on the **Insert/Edit Formatted Table** icon
2. In the pop-up window under **Select Type**: choose **Course List**
3. Click **OK**

Note: This will bring up the Course List building screen. There are two types of entries that can be added: **Courses** and **Comments**
1. Select “Insert/Edit Formatted Table”
2. Select “Course List”
3. Select OK
Adding Courses Step-By-Step (2)

1. Select Subject from the dropdown menu
Adding Courses Step-By-Step (3)

- View courses from the selected subject code
Adding Courses Step-By-Step (4)

- Use the >> to move a course over
- Use the << to move a course back to the full list
• You can also use the “Quick Add” button and enter a course code (e.g. ART 1311) and click on “Add Course”
Adding Courses Step-By-Step (6)

- After you select “OK” on the Course Picker screen, added courses will appear in a Course List table under the Program Course Requirements section of the form.
Adding Comment Text (1)

1. Click the **Add Comment Entry** button on the bottom left of the pop-up window
2. Enter the desired text in the **Enter comment text** field
3. Click **OK** to add the comment to the table.
Adding Comment Text (2)

4. If a comment is to be used as the header: Select the **Area Header** box in the lower right corner of the window, which will change the text to a bold format

5. Click **OK**
Adding Plans of Study (Term-By-Term)

1. Click on the **Insert/Edit Formatted Table** icon
2. **Select Type:** choose **Plan of Study Grid**
3. Click **OK**
4. You will see additional fields in the course picker to organize courses by year and term
Course List Picker Reference Section
Course List Picker Reference (1)

Course Inventory - Access courses available to build program requirements
Program Requirements: Courses used to build program requirements
**Course List Picker Reference (3)**

**Sum Hours**: Automatically sums the credit hours that are added to the program requirements.
Quick Add: Directly enter a course subject and number (e.g., ART 2310) to add to the program requirements instead of selecting from the course inventory.
Add Comment Entry: A comment entry is anything in your program requirements that is not a specific course (e.g., choose from the following)
Comment: Text entered here will be displayed in parentheses after the course title (e.g., min C grade)
Sequence: Will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other (e.g., BIO 1105 & BIO 1106)
Cross Reference: Describes a course that is the same course content offered under different course numbers (e.g., a course that counts for both undergraduate and graduate credit, or a course that is offered by different departments for credit, like PHI 3322 and ART 3390)
Or Class: This will display two courses with the word “or” indicating that either course may be taken to meet the requirement (e.g., PHI 1306 or PHI 1307 or PHI 4345)
Course List Picker Reference (10)

Hours: Automatically populated by Banner; this will be done for you
Footnote: To add a footnote indicator. Footnotes are added using the footnote table.
Indent: Use for choose from lists. The requirement will be indented to the right and credit hours will be suppressed from displaying and adding to total credits.
Area Header: Use to define the major requirements and the additional requirements
Area Subheader: Use to style text as a header
Subtotal: sums number of hours from a subgroup
For More Information

• Check out the CIM Resources for Faculty and Staff
  • https://registrar.web.baylor.edu/courses-catalogs/cim-curriculum-management-resources-facultystaff