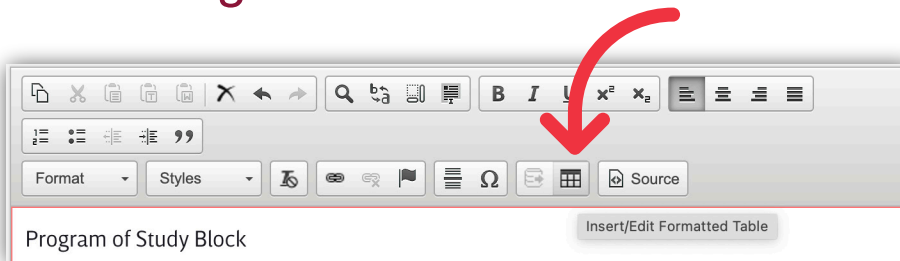
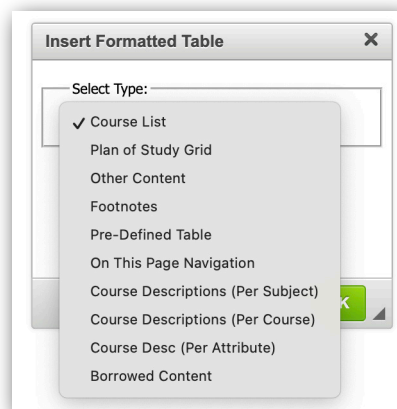


This guide provides technical assistance for developing or modifying the program of study section within a program proposal form. For formatting concerns, please refer to the separate document titled Program of Study Style Guide. Users are encouraged to explore additional resources on the Curriculum Development site, such as Proposal Requirements, to aid in completing the remaining sections of the proposal form for new programs.

New Programs



If you are creating a new program, you will need to select the 'Insert/Edit a Formatted Table' icon from the toolbar.



You will select Course List from the dropdown menu of choices.

Existing programs

Master of Arts in Emergent Digital Practices

Degree Requirements

Coursework Requirements

Course List	
Graduate Foundations	12
EDPX 4000	Digital Design Concepts
EDPX 4010	Emergent Digital Tools
EDPX 4020	Emergent Digital Cultures
EDP Electives	24
Select at least 1 EDP Studio and at least 1 EDP Cultures	
Courses meeting Studio/Making requirement:	

If you wish to edit the program of study block for an existing program, you simply need to double-click anywhere on or within the blue border.

Adding Courses

The screenshot shows the 'Course List' window. On the left, a list of courses is displayed under the 'Business Information&Analytics (INFO)' category. 'INFO 4390 Advanced Predictive Modeling with R' is selected and highlighted in blue. Double arrows (>>) are positioned between the list and the details pane. The details pane on the right shows the selected course 'INFO 4381 Decision Processes' and various input fields: Comment, Sequence, Cross Reference, Or Class, Hours (set to 2), and Footnote. There are also checkboxes for 'Indent' and 'Area Header', and 'Move Up'/'Move Down' buttons. At the bottom, there are 'Cancel' and 'OK' buttons.

Adding Courses via the Course Inventory

The Course List tool allows users to select courses from an inventory arranged by college and subject code. The double arrows will move the course into the program of study block. The double arrows can also be used to move unwanted courses or comments out of the program of study block.

This screenshot is similar to the first one, but the 'Quick Add' field at the bottom left contains the text 'INFO 4590'. A red arrow points from the 'Quick Add' field towards the course list on the left. The rest of the interface, including the course list and details pane, is the same as in the first screenshot.

Adding Courses via Quick Add

Alternately, users can add courses by entering a valid subject code and course number in the 'Quick Add' area of the form.

This screenshot shows the 'Course List' window with 'INFO 4340 Data Mining and Visualization' selected in the course list. The details pane on the right shows 'INFO 4381 Decision Processes' and 'INFO 4590 Optimization' listed above it. A red arrow points to the 'Indent' checkbox, which is checked. The 'Hours' field is set to 4. The 'Area Header' checkbox is unchecked. The 'Move Up' and 'Move Down' buttons are visible at the bottom of the details pane.

Indented Courses

When the 'Indent' check box is checked, the course will not total in the 'Sum Hours' function for the course list. The indent checkbox should only be used when students are being given a list of electives from which to choose.

Course Entry Features

Course List

Natural Sciences & Mathematics

Biology (BIOL)

Sum Hours

BIOL -4 Advanced topics in Anatomy and Physiology

BIOL 1005 Perspectives-Veterinary Medicine

BIOL 1010 Physiological Systems

BIOL 1011 Evolution, Heredity and Biodiversity

BIOL 1020 Physiological Systems Lab

BIOL 1021 Evolution, Heredity and Biodiversity Lab

BIOL 1207 Ecology for the New Millennium I

BIOL 1208 Ecology for the New Millennium II

BIOL 1209 Ecology for the New Millennium III

BIOL 1220 Molecules to Humankind I

BIOL 1222 Molecules to Humankind III

BIOL 1230 Origin & Evolution of Life I

BIOL 1231 Origin & Evolution of Life II

BIOL 1232 Origin & Evolution of Life III

BIOL 1260 Sustaining Life I

BIOL 1261 Sustaining Life II

Quick Add:

This Will Be an Area Header

INFO 4381 Decision Processes

INFO 4590 Optimization

The following course series is required:

BIOL 1220 Molecules to Humankind I

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

Course List

Natural Sciences & Mathematics

Mathematics (MATH)

Sum Hours

MATH 1941 Calculus I Workshop

MATH 1942 Calculus II Workshop

MATH 1943 Calculus III Workshop

MATH 1951 Calculus I

MATH 1952 Calculus II

MATH 1953 Calculus III

MATH 1962 Honors Calculus II

MATH 1963 Honors Calculus III

MATH 1988 Study Abroad Resident Credit

MATH 1XXX Math Transfer

MATH 2060 Elements of Linear Algebra

MATH 2070 Introduction to Differential Equations

MATH 2080 Calculus of Several Variables

MATH 2200 Mathematical Reasoning & Proof

MATH 2988 Study Abroad Resident Credit

MATH 2XXX Math Transfer

MATH 3000 The Real World Seminar

Quick Add:

This Will Be an Area Header

INFO 4381 Decision Processes

INFO 4590 Optimization

The following course series is required:

BIOL 1220 Molecules to Humankind I

MATH 2050 Symbolic Logic

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

Course List

Undergraduate General

Writing (WRIT)

Sum Hours

WRIT 1022 English for Academic Purposes

WRIT 1133 Writing and Research

WRIT 1533 Writing and Research

WRIT 1622 Advanced Rhetoric and Writing

WRIT 1633 Advanced Writing and Research

WRIT 1733 Honors Writing

WRIT 1991 Independent Study

WRIT 1XXX Writing Transfer

WRIT 2000 Theories of Writing

WRIT 2040 Memoir and Personal Writing

WRIT 2050 Style and Rhetorical Grammar

WRIT 2100 Internship in Writing and Rhetoric

WRIT 2120 Writing for Wellness

WRIT 2200 Environmental Writing

WRIT 2300 Professional Writing

WRIT 2400 Editing and Publishing

WRIT 2500 Topics in Writing Theory, History

Quick Add:

This Will Be an Area Header

INFO 4381 Decision Processes

INFO 4590 Optimization

The following course series is required:

BIOL 1220 Molecules to Humankind I

MATH 2050 Symbolic Logic

WRIT 1122 Rhetoric and Academic Writing

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

Course Sequences

Courses that are required to be taken as a sequence or series may be entered in the sequence field. Note: both subject code and course number must be entered. The hours will need to be manually update to appear correctly. In this example, the 4 in the hours field was manually updated to 12.

The following course series is required:

[BIOL 1220](#) Molecules to Humankind I 12
 & [BIOL 1221](#) and Molecules to Humankind II
 & [BIOL 1222](#) and Molecules to Humankind III

Course Cross List

Cross list courses maybe entered in the cross reference field. Note: both subject code and course number must be entered.

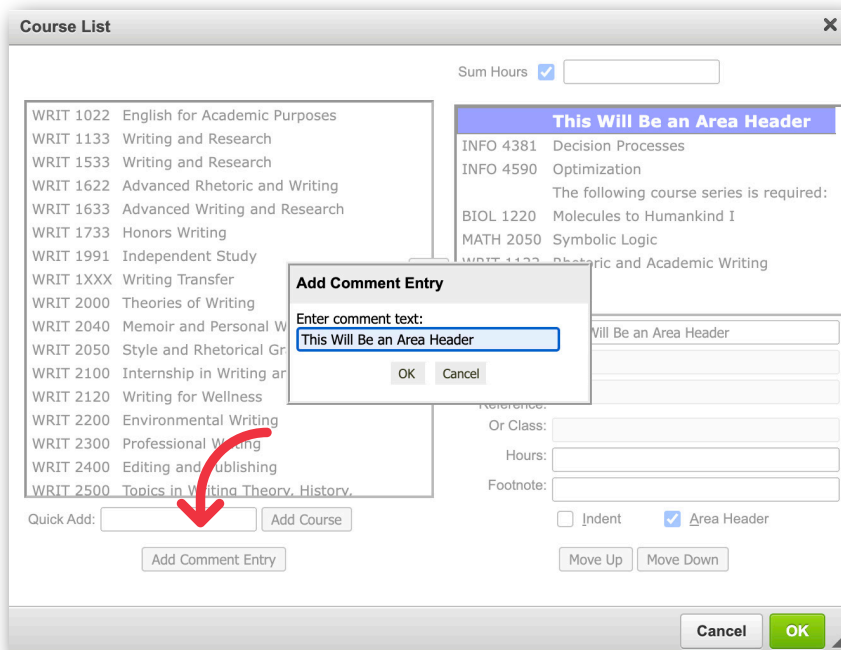
[MATH](#) Symbolic Logic 4
 2050/PHIL 2160

Or Courses

When students have a choice in meeting a requirement by taking one of two courses, this may be entered as an 'or course'. Note: both subject code and course number must be entered.

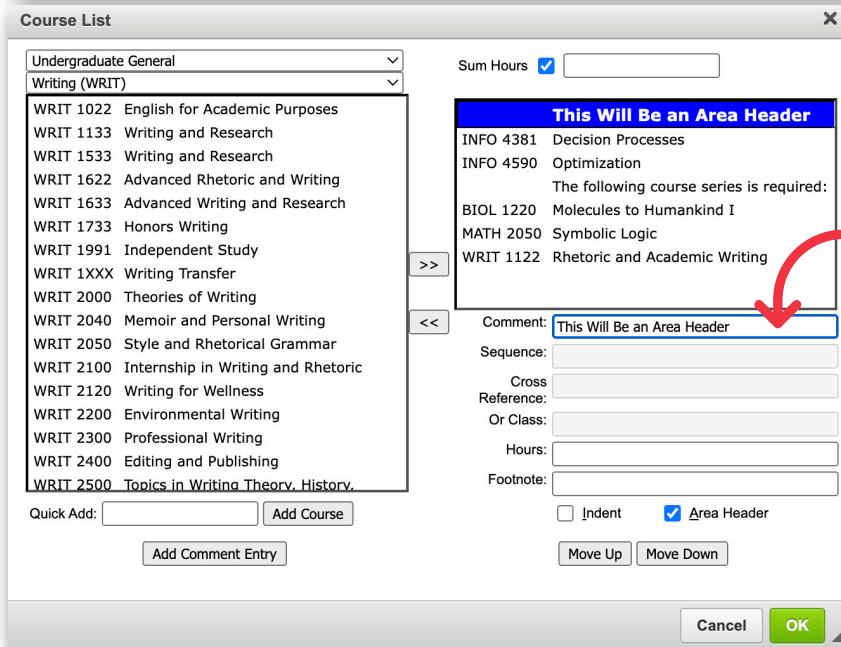
[WRIT 1122](#) Rhetoric and Academic Writing
 or [WRIT 1622](#) Advanced Rhetoric and Writing

Comment Entry and Editing



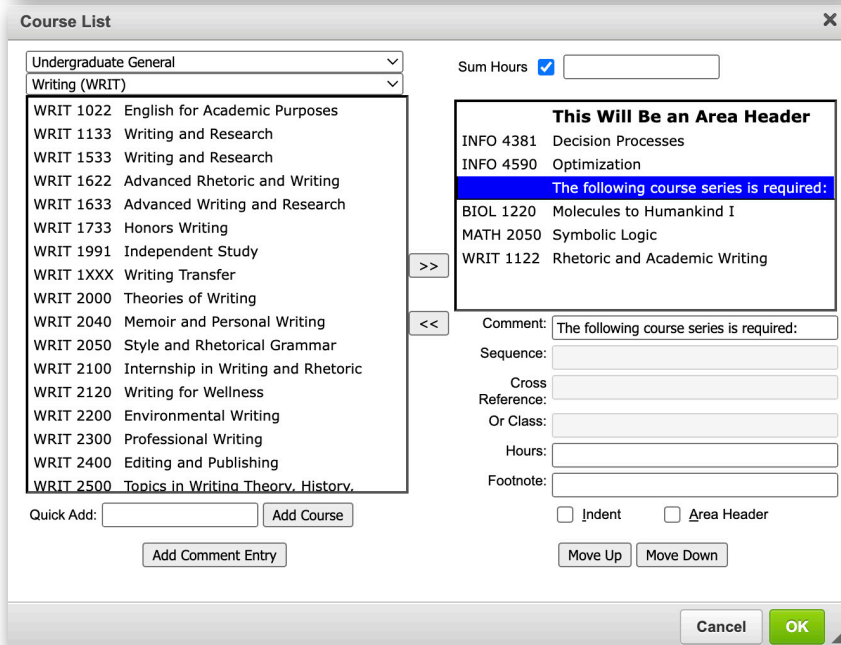
Comment Entry

Any information other course must be entered as a comment. Users will click the 'Add Comment Entry' button to launch a window that will allow comment entry into the program of study block.



Comment Editing

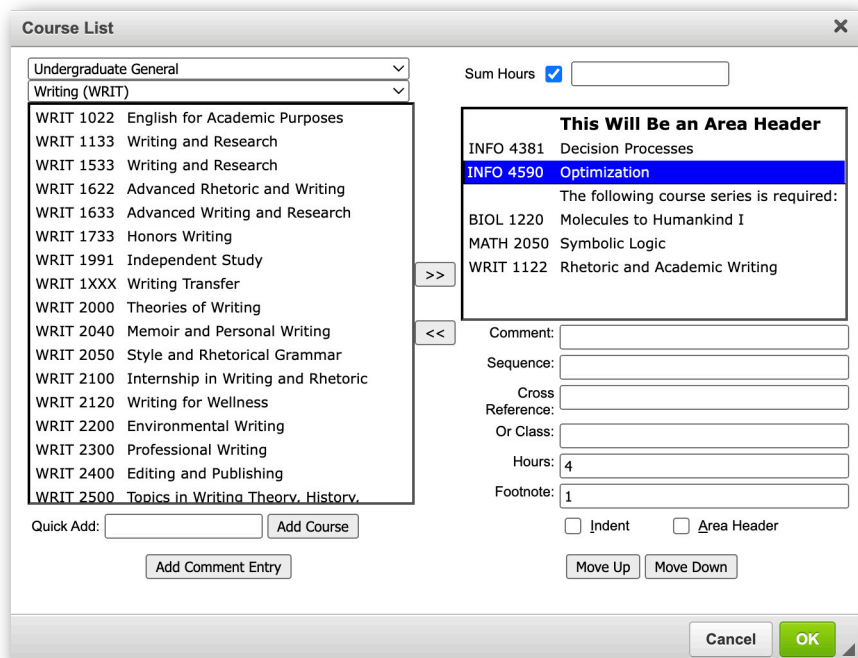
Comments are edited in the comment field.



Area Headers and Comments

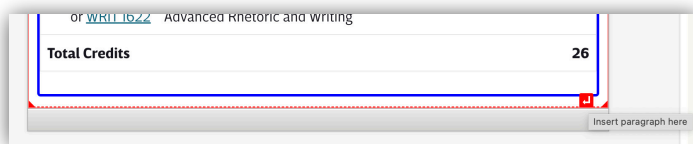
The 'Area Header' checkbox will make the comment appear in a bold font.

Footnote Entry



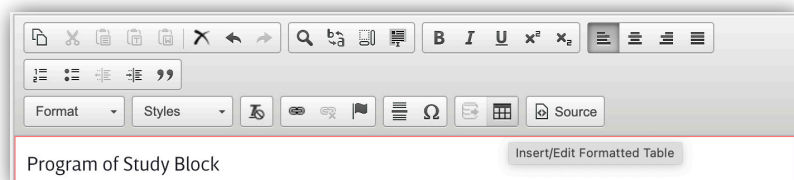
Target Course

Select the course that is the target for your footnote and then enter the footnote number or symbol in the footnote field.

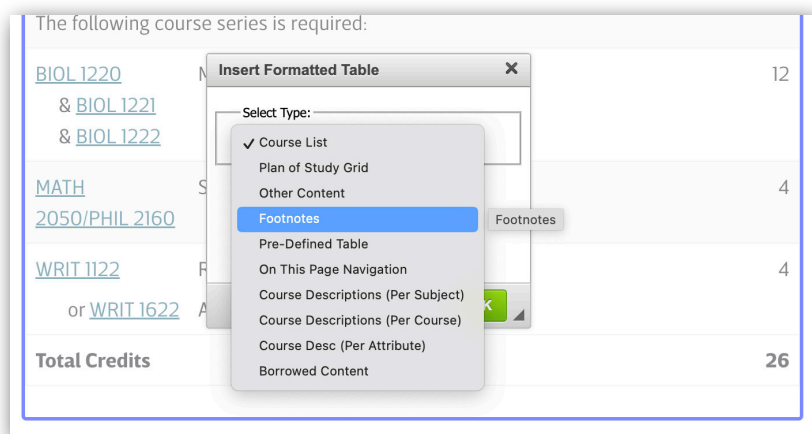


Creating the Footnote

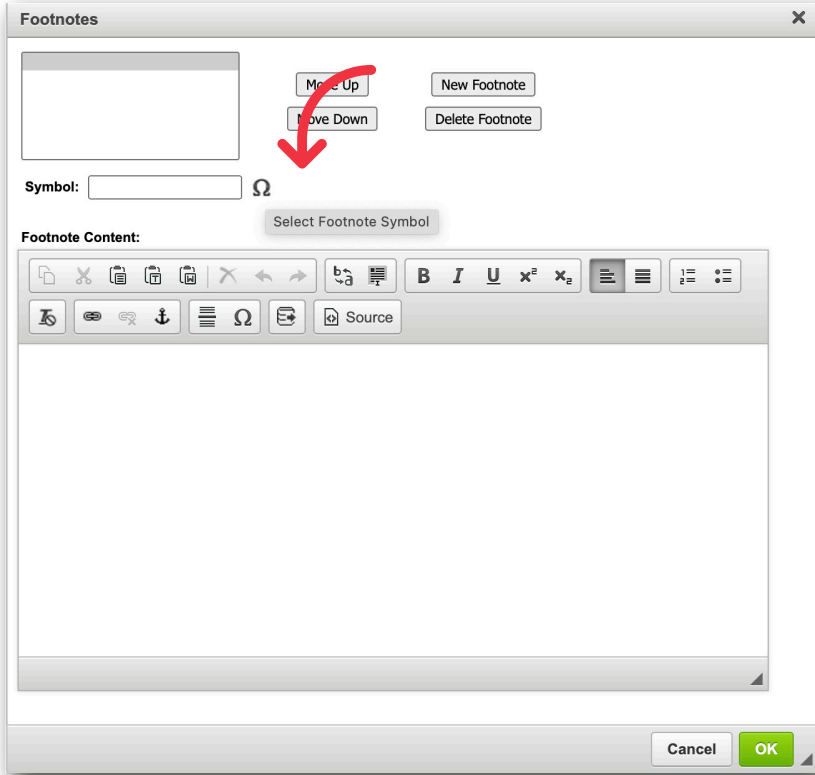
You will probably need to create a space below the program requirements block for your footnote. To do this place your cursor below the blue outline until a red arrow and dotted line appear. Click on the arrow or line to create more space.



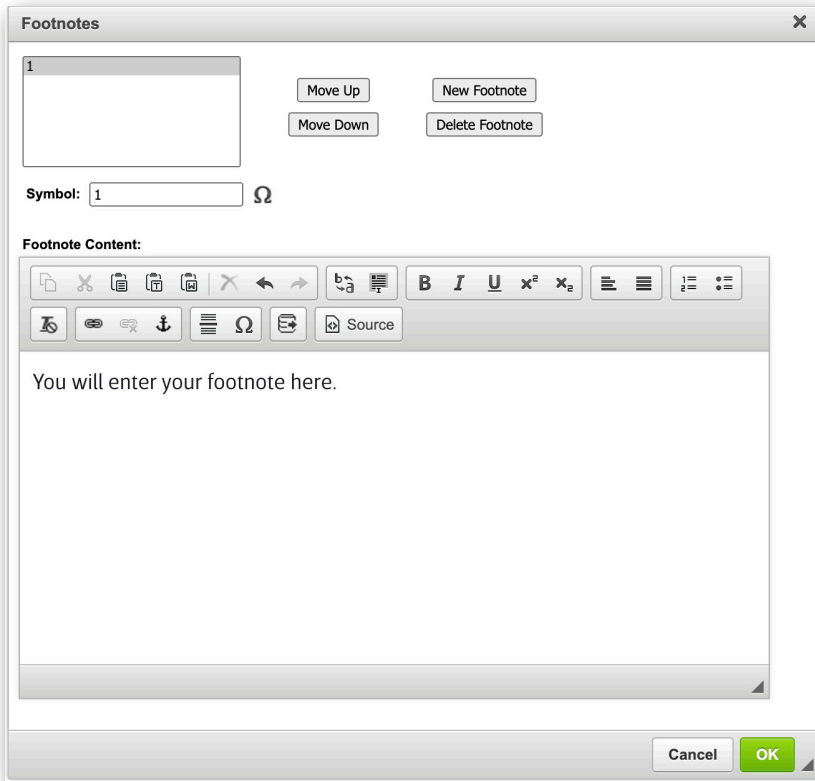
Go back to the toolbar and click on the Insert/Edit Formatted Table icon.



You will select Footnotes from the dropdown menu of choices.



You can either click the symbol icon (the Greek letter omega) to bring up an interface that will allow you to select numbers or common symbols in the footnote area. You can also simply type a number or symbol in the field labeled 'Symbol'. Obviously, the footnote entered here should match the number or symbol for the course in the program of study block.



Once you have created the footnote number or symbol, you can enter content for that footnote.

& BIOL 1222	and Molecules to Humankind III	
MATH 2050/PHIL 2160	Symbolic Logic	4
WRIT 1122	Rhetoric and Academic Writing	4
or WRIT 1622	Advanced Rhetoric and Writing	
Total Credits		26

Footnotes	
1	You will enter your footnote here.

Your footnote will look similar to this example.

Additional Notes

Sum Hours



The 'Sum Hours' box should always be checked and the field should be left blank.

Hours:

Do not enter numbers in the hours field unless you are correcting an error in credits for a sequence of courses or entering a fixed number of credits for a variable credit course.