PROGRAM REQUIREMENTS

Editing program proposal

Note: Concentrations are considered a part of majors. They do not need a separate proposal. If a concentration is being added to a major, edit the proposal – do not create a new one.

PROGRAM MANAGEMENT:
EDITING A NEW MAJOR, MINOR OR CONCENTRATION

Firefox is recommended for CourseLeaf.

LOGGING IN TO COURSELEAF

Log into the following URL: https://nextcatalog.drexel.edu/programadmin/

Enter your username and password (your DrexelOne ID and password).

Click OK.

Click the icon in the dialog box.
REQUIRED FIELDS

Fields that are outlined in red are required. The proposal cannot be saved without these fields completed. It is a good practice to gather all of the required information before editing a proposal.

TIPS/HINTS

Tips are available throughout the proposal by clicking on the blue question mark, as shown below:

LOCATING THE PROPOSAL

Majors are listed in Program Management by major code and degree. For example, Design and Merchandising BS is listed as DSMR-BS.

Performing a Search

To locate a proposal for editing, use the Search field. A search can be performed in several ways; the asterisk (*) is used as a wildcard.

- **Search by Major/Program Code:** If known, the major/program code can be typed into the Search field. Click on Search. In the example below, typing MKTG-BSBA into the Search field provided the result of Marketing Major.
• Using the asterisk (*)
  o The asterisk used at the end of a word finds all programs that start with the word being searched and ending with anything after it. For example, electrical* finds all programs that start with the word “electrical” as shown below:

![Program Management](image1)

  o The asterisk used at the beginning of a word finds all programs that end with the word being searched. For example, *management finds all programs that end with the word “management” in the Title as shown below:

![Program Management](image2)
The asterisk can surround letters to perform a search where the word is uncertain. For example, *eco* finds all programs that contain the letters “eco” such as “Economics,” “Secondary Education,” or “Electrical and Telecommunications Engineering”.

**EDITING THE PROGRAM**

After the search is performed and the program is located, click on the green **Edit Program** button.

All details from the previously saved form will be automatically pulled into the form.

**EDITING THE PROPOSAL**

**START TERM**

Using the drop-down, select an effective **START TERM** for the changes. Fall Quarter and Fall Semester are available for selection. The catalog is updated effective the fall term of the year.

**LOCATION(S)**

Skip this section if there are no changes to location. It is possible for a campus to be added or deleted when editing a program. Check with the Provost’s office or Bursar when changing or adding a campus.

Select all that apply. In the example below, University City and Center City have been selected by clicking on the field in front of the campus name. *Do not select Burlington or Sacramento as programs are no longer being offered on those campuses.*
Use “Online” only for programs that are offered through Drexel University Online.

DELIVERY METHOD(S), FULL- OR PART-TIME:
Skip this section if there are no changes.

Select the appropriate Delivery Method; more than one can be selected.

**Face to Face:** Programs taught on campus

**Hybrid:** Programs taught on campus but also include an online component

**Online:** Programs that are available only through Drexel University Online

**Accelerated:** Bachelors/Masters type program

Select **Full-** or **Part-Time**.

NAME, COLLEGE, DEAN/DIRECTOR, DEPARTMENT, FACULTY CONTACT, DEPARTMENT ORG CODE

Skip this section if no changes have been made.
If there are substantial changes to the program name, a new Program Proposal will need to be created and the existing proposal will need to be deactivated AFTER all students have either been “taught out” or students have been moved into the new program. Consult with AIS for additional information.

**What constitutes a major program name change?** A substantial change is one in which the program is undergoing a major revision.

- **Major change:** Chemistry to Chemistry and Astrophysics
- **Minor change:** Human Trafficking Program to Human Trafficking

*If there is any doubt, contact the Catalog Editor or AIS prior to starting the proposal revision.*

**MAJOR CODE, LEVEL, CO-OP OPTIONS, DEGREE, MINIMUM CREDITS, DEGREE LENGTH, CIP CODE:**

Skip this section if there are no changes.

The most common edits to this section will be to the **Minimum Required Credits**.
EDITING PROGRAM REQUIREMENTS

To edit the program requirements double-click anywhere in the blue Course List box in the Program Requirements section.

The Course List pop up box automatically populates with the list of required courses in the box on the right. Course options appear in the left box.
Deleting a course

To delete a course highlight the course by clicking on it and then clicking the left arrow button (<<). A heading, or “area header,” can be deleted the same way. Highlight the heading and click the left arrow button. Click OK to see changes in effect.

Adding a course

Courses can be added two ways.

First, using the course picker (the box on the left), select a college and a department to see all of the courses offered.
Next, select the appropriate course and click the right arrows (>>) to move the course to course list box on the right.

The second way to add a course is by typing the course number into the Quick Add field and clicking Add Course.

Note that courses are added after the highlighted course. In the example below, ENGL 200 will be added after ENGL 101 because ENGL 101 is highlighted. To add ENGL 200 after ENGL 103, click on ENGL 103 and then select ENGL 200 from the course picker and move it using the [>>] key.
Course Order

Courses need to be added in course number order. If they are added out of order, change the order by selecting the course to be moved and clicking on the Move Up or Move Down button. Courses within each section should be put in order by course number (ENGL 101, ENGL 102, MATH 101, PSY 101, SOC 101, and so on.)

Deleting a course

To delete a course, highlight the course by clicking on it and then clicking the left arrow button (<<) to move it back to the course picker section. Headers are deleted the same way. Highlight the heading and click the left arrow button.
EDITING AN EITHER OR CLASS

In some cases, students can choose between two classes. Such a choice is shown in the catalog as:

<table>
<thead>
<tr>
<th>ECON 342</th>
<th>Economic Development</th>
<th>4.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>or CHIN 101</td>
<td>Chinese I</td>
<td></td>
</tr>
</tbody>
</table>

To delete the OR portion of an either/or course from the course list, highlight the course that appears on the top line by clicking on it. Place the cursor in the OR Class field, and backspace or hit the delete key to remove the text.
EDITING HEADERS/COMMENT TEXT

In some cases the Area Headers or text in the Comment field needs to be changed. The example on the next page shows how to edit the text, “Select two Chemistry Electives” on the Chemistry page of the catalog.

From the Course List, click on the text to be edited, “Select two Chemistry Electives” and place the cursor in the Comment field. Make required changes. Click OK.
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Developed by: Harri Weinberg | Last Update: September 10, 2015 | Updated by: Charleen Baselice

**Editing Footnotes**

To edit a footnote double-click anywhere in the blue box to open the Footnote box. Click on the footnote symbol to be edited; the footnote content will appear in the text box. Make the edits and click **OK** when finished.

![Double-click anywhere in blue box]

**EDITING ABOUT THE PROGRAM/CATALOG DESCRIPTION AND ADMISSION REQUIREMENTS**

When a new catalog page is created the information from the About the Program/Catalog Description and Admission Requirements fields are copied from the Program Proposal and pasted into the catalog page manually by the Catalog Editor. Edits that need to be made to these pages should NOT be done in the Program Proposal. These fields are NOT LINKED to the catalog.

To make edits to catalog text, refer to the document, *Editing Catalog Text*.

**SAVING**

Proposals can be saved at any time during the editing process prior to being submitted for review by selecting the **Save Changes** button located at the bottom of the proposal form. The proposal will be saved for later editing.

*Note:* All items outlined in red must be completed or an error message will pop up indicating the fields that need content.

![Save Changes]

Proposals that have been saved using the **Save Changes** button will be indicated as “Changes saved but not submitted” in Program Management, as shown below. To edit a proposal again, select the **Edit Program** button.
Save & Submit is to be used only when the proposal is complete and ready to submit to the workflow. Selecting this button will push the proposal through a pre-determined review and approval workflow. Information about the workflow and approval process can be found: