
Editing the Catalog

Course Descriptions

NOTE: All edits must be done online in Bio ~~no~~ paper edits will ~~be~~ accepted and no

Department Description/Program Requirements

For consistency, the standard order of Course Catalog content is:

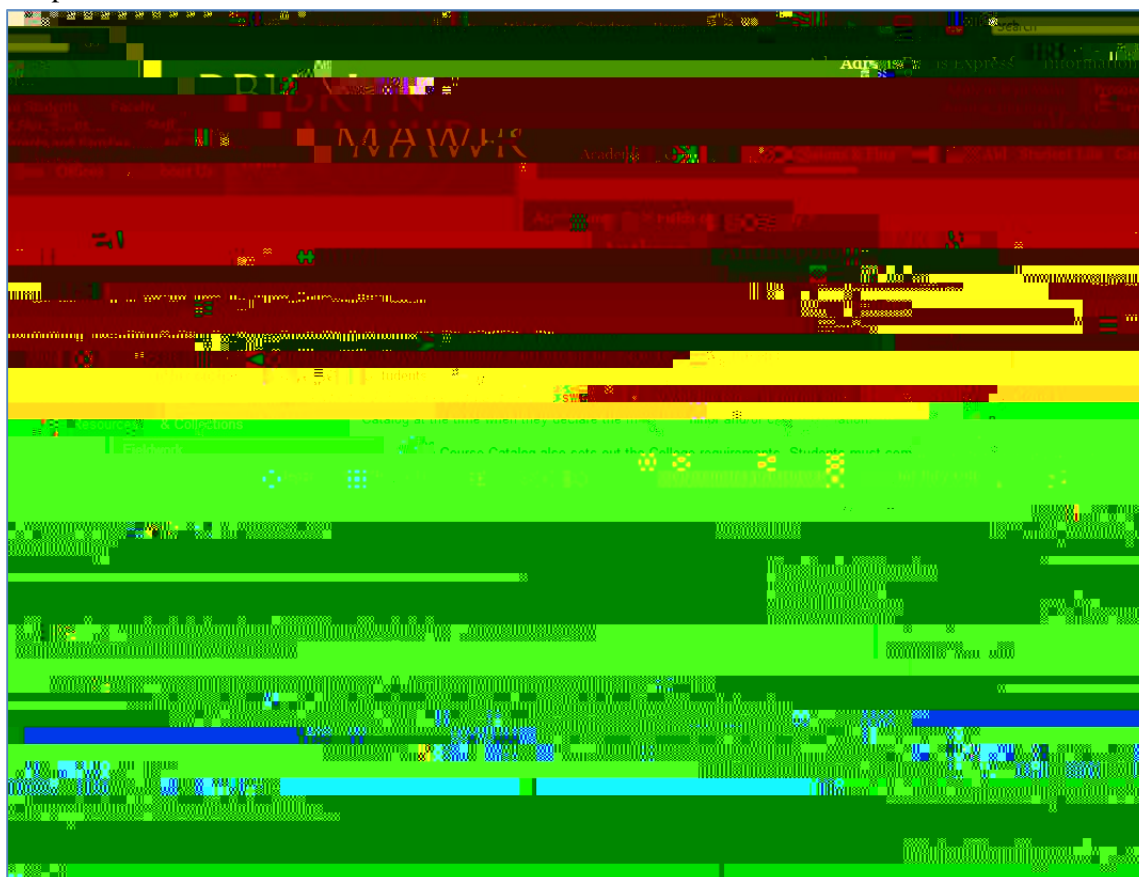
1. Description of the academic program
2. Requirements
 - o Major Requirements
 - o Minor Requirements
 - o Concentration Requirements
3. Honors Requirements
4. Study Abroad
5. Cooperation with Other Institutions
6. Cooperation with other Departments and Programs
7. Policy info, e.g. Experimentation, reporting, course prerequisites

We recommend that you do not repeat information found in another section of the catalog, as programs and policies change and your catalog/web page will become outdated.

Instead, refer the reader to the relevant section of the Catalog, such as Independent Study, Study Abroad, or other academic opportunities such as 3/2 programs.


Department Webpages:

All academic department and program web pages have a “Program Requirements and Opportunities” menu item. The contents of these pages are the Course Catalog for that department/program. The data is a feed directly from Peoplesoft/Bionic.



Step 1: Edit Course Catalog Description (Provost Office)

I. **Navigate to: BMC_Academic Community > BMC_Faculty > Use > Course Catalog**

Click the  button to review all the academic programs that you should be able to edit. If you don't find the one you're responsible for, email Jen Hawkes.

Select the first program you need to edit.

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View Web Display.J

Print Page

Course Descriptions

All course descriptions for courses scheduled for the upcoming Academic Year should be entered in the “Enter Course Data for Term” section of the Curriculum Planning. Course descriptions for courses not scheduled should also be edited online.

Significant changes to the course description must be approved by Curriculum Committee.

Examples of changes not requiring approval include (but aren't limited to):

- Spelling or punctuation changes
- Slight re-writes of sentences to improve readability
- Expanding the description to be more useful for students
- Editing down a lengthy description.

If you have a question about changing a course description, please call the Registrar's Office.

I. Navigate to BMC Academic Community > BMC Faculty > Use > Course Catalog Description

II. Update the Course Description.

The course description appears on the page. Make any changes to the description that are requested/required and click **POST**. Changes will occur immediately! Once you post the changes, you will see your username and a date/time stamp appear. This will allow us to track what changes have been made and when/who made them.

Note: Any changes to the text of the prerequisites, must be given to the Registrar's Office.

If you want to make the change and not post right away, click the **Save**

