CATALOG EDITING IN COURSELEAF
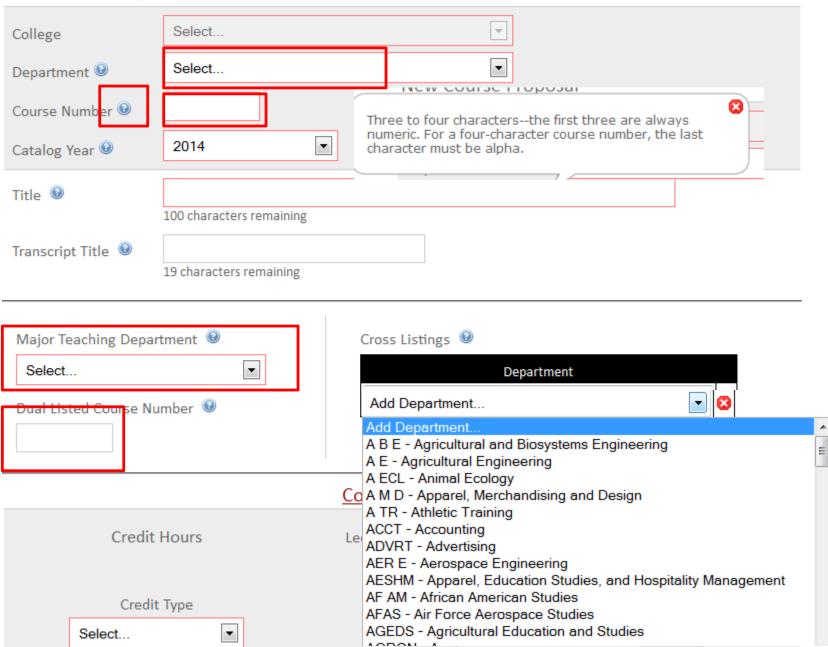
2014-2015 Catalog

Char Hulsebus

Marcia McDowell

Iowa State University

Adding a Course

- Adding experimental courses.
- Adding subheads to an existing course.
- Use the Propose New Course button.

New Course Proposal

College	Select...
Department	Select...
Course Number	
Catalog Year	2014

New Course Proposal

Three to four characters--the first three are always numeric. For a four-character course number, the last character must be alpha.

Title

100 characters remaining

Transcript Title

19 characters remaining

Major Teaching Department

Select...

Dual Listed Course Number

Cross Listings

Department
Add Department...

Add Department...
A B E - Agricultural and Biosystems Engineering
A E - Agricultural Engineering
A ECL - Animal Ecology
A M D - Apparel, Merchandising and Design
A TR - Athletic Training
ACCT - Accounting
ADVRT - Advertising
AER E - Aerospace Engineering
AESHM - Apparel, Education Studies, and Hospitality Management
AF AM - African American Studies
AFAS - Air Force Aerospace Studies
AGEDS - Agricultural Education and Studies

Co

Credit Hours   Le
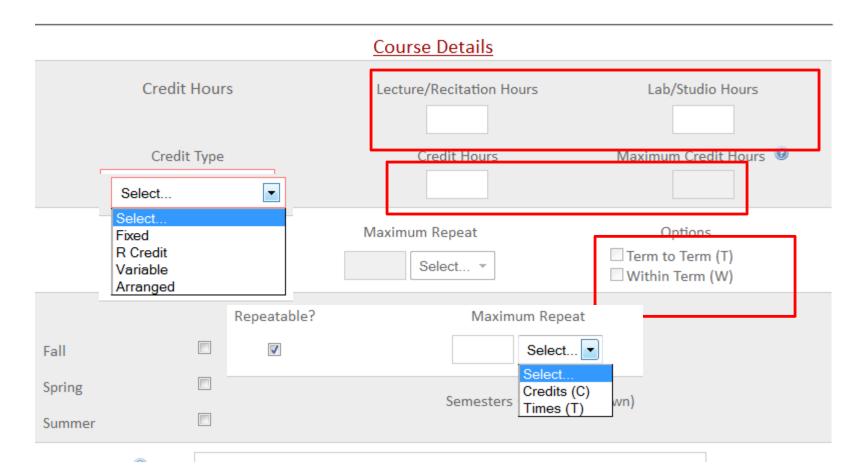
Credit Type

Select...

Cross-listed Courses

- Department with responsibility for teaching the course has authority to edit.

- New cross-lists will show as "Course Not Found" until catalog is published.

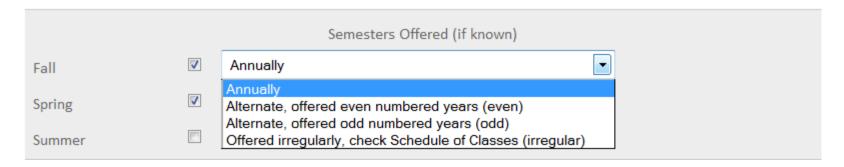- Cross-listed course updates will show when the catalog is published.

Dual-listed Courses

- Graduate College approval needed BEFORE adding a dual–listed course to the catalog.
- Indicate approval date in justification field.
- Dual list 400-500 level courses.
- Last two digits, titles, and descriptions must match.
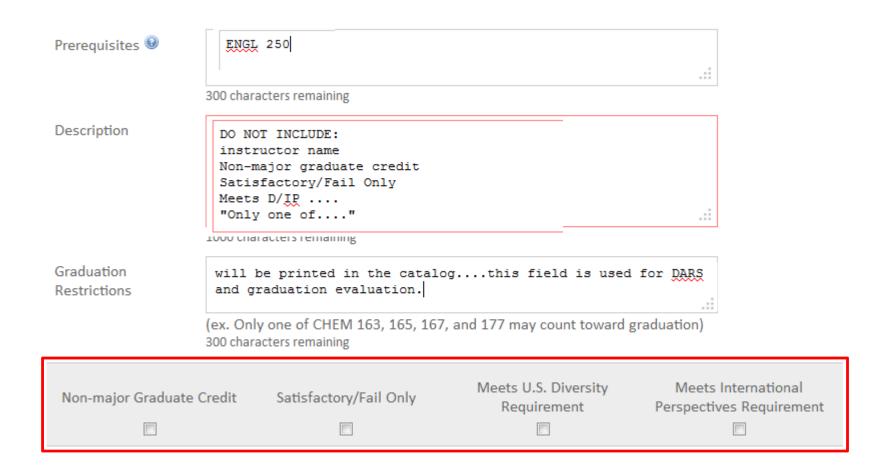
Lower portion of new course screen

Semester Offered options:

New for 2014-15 catalog by decision from the Faculty Senate Curriculum Committee

Alternate years no longer have a specific year.

Prerequisites ⓘ

```
ENGL 250
```

300 characters remaining

Description

```
DO NOT INCLUDE:
instructor name
Non-major graduate credit
Satisfactory/Fail Only
Meets D/IP ....
"Only one of...."
```

1000 characters remaining

Graduation Restrictions

```
will be printed in the catalog....this field is used for DARS
and graduation evaluation.
```

(ex. Only one of CHEM 163, 165, 167, and 177 may count toward graduation)

300 characters remaining

Non-major Graduate Credit	Satisfactory/Fail Only	Meets U.S. Diversity Requirement	Meets International Perspectives Requirement
☐	☐	☐	☐

If this course has been offered experimentally, list the terms it has been offered: (ex. Fall 2004, Summer 2005, Fall 2005)

200 characters remaining

What is the justification for proposing the course at this time?

(Will not appear in the catalog description)
300 characters remaining

Cancel   Save Changes   Admin Save   Save & Submit

Experimental Courses

- *Not* automatically added to the catalog.

- Must be offered <u>successfully</u> the fall semester prior to catalog publication. Fall 2013 experimental courses can be added to the 2014-2015 catalog.

- Disclaimer: Colleges or departments may have additional restrictions or requirements.

Suggestions for adding an experimental course:

- Go to the experimental course web site:

  www.registrar.iastate.edu/facultystaff/courses/explistings

- Copy text from the course you want to add.

- Paste in the description field.

- Pull out portions to populate the other fields.