CourseLeaf CIM Programs - Catalog Integration Points

When proposing a new degree program or making changes to an existing degree program, there are three catalog integration points in the form that must be filled out. This document provides instructions on how to enter information into those integration points.

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Proposing a New Degree Program
Start by selecting “Propose New Program.”

**Description of Program**
Type or copy and paste a description of the new program into the editing box. This description must be all text format, no tables. This description will appear in the catalog under the title of the degree. It should include a detailed paragraph that describes the program, including any program-specific or department-specific admission requirements, educational objectives, etc. See other degree programs in the same area for content to include.

**Degree Requirements**
For undergraduate programs, list the required/core courses, general education courses, and prescribed and free elective courses for the program, along with total semester credit hours required. For graduate programs, list the required/core courses, support courses, approved elective courses, thesis/non-thesis option (master’s) and doctoral requirements for the program, along with the total semester credit hours required.

**Note:** Tables cannot be pasted into CourseLeaf. You must use the formatted tables in the editing windows in order for the information to appear correctly on the website and any pdf’s that are generated. See instruction for creating these tables below.

1. In the toolbar of the editing window, click on the table button to insert a formatted table.

2. The box below will appear. Select Course List from the Select Type dropdown and click OK.
3. The Course List below will open. Click the Select Division dropdown and select the appropriate college. A dropdown will then appear for department. Select the appropriate department and the courses for that area will appear.

![Course List](image)

a. Begin adding courses to the degree requirements list by selecting the course you want on the left and clicking the right arrow to add it to the empty window on the right.
b. Add Comment Entry: Use this to add text to the table. If the text is the beginning of a section of courses, check the “area header” box on the bottom.
c. Comment: Add text you want to appear after the course title (for examples, “Must be repeated for 6 credit hours.”)
d. Sequence: This is the same as “and” – if two courses should be taken together (such as lecture and lab), enter the second course here.
e. Or Class: If students have a choice of more than one course to meet this requirement, enter the additional course(s) here. If more than one course, use a comma to separate courses.
f. Hours: The credit hours of the course will automatically populate this field. If the hours should be different, such as when a course is repeated, type in the correct credit hours.
g. Footnote: Type in footnote number. The footnote number will appear on the webpage just after the course title.
h. Indent: To indent a course (or text) within the table. **Note:** Indented courses are not included in the sum of total credit hours. Use this feature to add electives. For example, you might have 18 hours of electives but students are only required to take 3 hours of electives. You would not want all 18 hours summed with the total credit hours.
i. Click OK when finished.
Four Year Plan
Required for undergraduate programs only.

Follow the same steps from above for adding degree requirements. All plans should start with a Plan of Study Grid for First Year and Fall.

a. Starting Plan Grid – Always select Fall Plan Grid.
b. Year – Select First Year
c. Term – Select Fall
Editing a Degree Program
Start by searching for and selecting the program. Then click “Edit Program.”

Description of Program
Click in the description box. Make any edits that are needed to the description of the program. Once changes are saved, the edits will show up in red (deleted items) and green (added items) for approvers to see. If no edits are needed, skip this box.

Degree Requirements
Within the editing window, double click on any table (or text) with a blue border in order to edit the table. The name of the table type is located on the top left of each table (the example below is a “Course List”).

Note: Tables cannot be pasted into CourseLeaf. You must use the formatted tables in the editing windows in order for the information to appear correctly on the website and any pdf’s that are generated.

When you double click on a course list table, a second window opens that shows all UTSA courses on the left. The courses within the Course List table you are editing will be on the right.
a. If you do not see the course subject you want, select the correct college from the dropdown menu.
b. Select the course subject you want.
c. Select the course you want to add on the left and click the right arrow to add it to the degree requirements course list –OR– Select the course you want to delete on the right and click the left arrow to remove the selected course from the degree requirements.
d. Add Comment Entry: Use this to add text to the table.
e. Comment: If adding a course, add text you want to appear after the course title (for example, “Must be repeated for 6 credit hours”)
f. Sequence: This is the same as “and” — if two courses should be taken together (such as lecture and lab), enter the second course here.
g. Or Class: If students have a choice of more than one course to meet this requirement, enter the additional course(s) here. If more than one course, use a comma to separate courses.
h. Hours: The credit hours of the course will automatically populate this field. If the hours should be different, such as when a course should be repeated, type in the correct credit hours.
i. Footnote: Type in footnote number. The footnote number will appear on the webpage just after the course title.
j. Indent: The will indent a course (or text) within the table. Note, indented courses are not included in the sum total of credit hours.
k. Area Header: Use with text. This will make the text bold.
l. Sum Hours: This will sum the credit hours and show the total at the bottom of the course list.

**Four Year Plan**

*Required for undergraduate programs only.*

Follow the same steps from above for editing degree requirements. All plans should start with a Plan of Study Grid for First Year and Fall.

Within the editing window, double click on any table (or text) with a blue border in order to edit the table. The name of the table type is located on the top left of each table (the example below is a “Plan of Study Grid”). Follow the same steps from above for editing degree requirements.
To edit certain section of the Plan of Study, select the Year and Term corresponding to the section which needs to be edited.