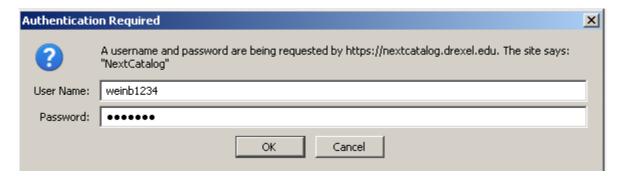**PROGRAM MANAGEMENT: EDITING LISTS OF REQUIREMENTS**

Firefox is recommended for CourseLeaf.

This documentation is for updating lists of requirements. In most cases, there will be no text other than footnotes to edit with the lists of requirements and plans.

Concentrations are considered a part of majors.

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

Enter your username and password.

Click the icon in the dialog box.

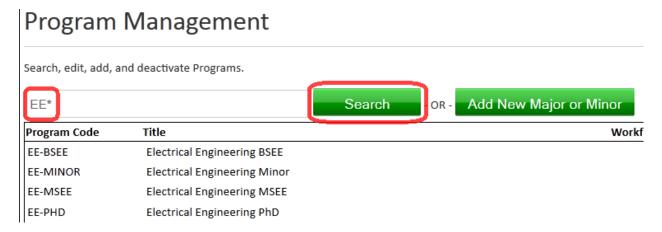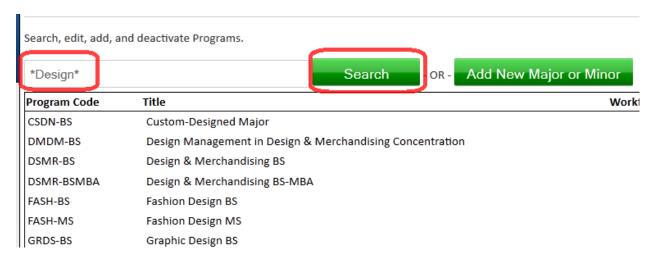Throughout the process, click or mouse over the bubbles for hints.

LIST OF COURSES TO EDIT: The majors are listed by major code and degree. For example, Design and Merchandising is listed as DSMR-BS. You can enter the code if you know it.

HOW TO SEARCH: Use an asterisk (*) as a wildcard. Examples of how to use the asterisk (*) are below.

EXAMPLE: Enter the asterisk after the major **code**.

Program Management

Search, edit, add, and deactivate Programs.

EE*   Search   OR -   Add New Major or Minor

Program Code	Title	Workf
EE-BSEE	Electrical Engineering BSEE	
EE-MINOR	Electrical Engineering Minor	
EE-MSEE	Electrical Engineering MSEE	
EE-PHD	Electrical Engineering PhD	

EXAMPLE: Enter an asterisk before and after a word in the **description** of the major.

Search, edit, add, and deactivate Programs.

Design   Search   OR -   Add New Major or Minor

Program Code	Title	Workf
CSDN-BS	Custom-Designed Major	
DMDM-BS	Design Management in Design & Merchandising Concentration	
DSMR-BS	Design & Merchandising BS	
DSMR-BSMBA	Design & Merchandising BS-MBA	
FASH-BS	Fashion Design BS	
FASH-MS	Fashion Design MS	
GRDS-BS	Graphic Design BS	

Select the major you want to edit and click Edit Program.

All the details from the current catalog will be pulled into the form.

EFFECTIVE 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.
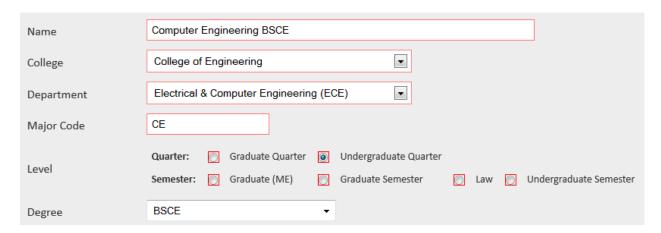

LOCATION(S)/CAMPUS: Click all that apply. In the example below, University City and Burlington have been selected by clicking on the field in front of the campus name. It is possible for a campus to be added or deleted when editing a major. Check with the Provost and the Bursar when changing or adding a campus.

NAME, COLLEGE, DEPARTMENT, MAJOR CODE, LEVEL. DEGREE: When editing requirements or plans of study, it is unlikely that these fields will have to be updated.
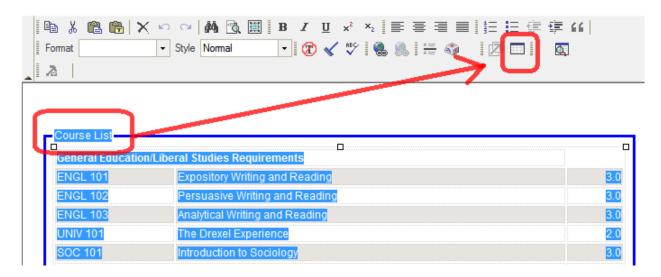
PROGRAM REQUIREMENTS AND THE TOOLBAR: The iconic toolbar appears under the other details about the major. The toolbar is followed by the list of requirements. Use your cursor to mouse over an icon to learn the functionality of the icon.   The icon you will use to update the list of requirements is the second from the left and looks like a little grid: *INSERT/EDIT FORMATTED TABLE.*
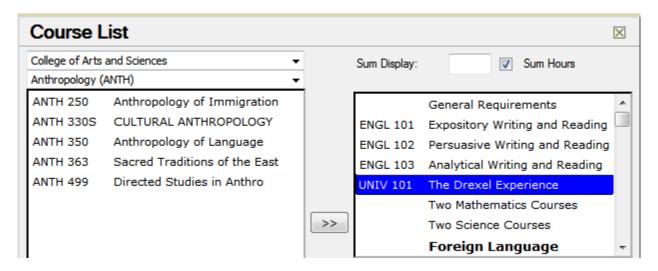

Before clicking on the icon, select the entire list of requirements by clicking on Course List or within the blue box. All the items within the blue box must be selected. Click Course list to select the courses and then click on the Insert/Edit Formatted Table.
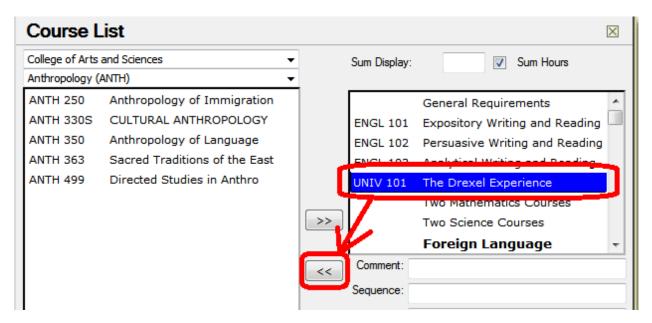
UPDATING CURRENT REQUIREMENTS: The current list of required courses will appear on the right. Course options appear on the left.
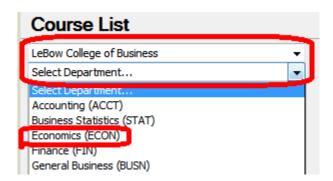

DELETING A COURSE: To delete a course, highlight the course by clicking on it and then clicking the left arrow button (**<<**). You can delete a heading the same way. Highlight the heading and click the left arrow button. Click OK to see changes.
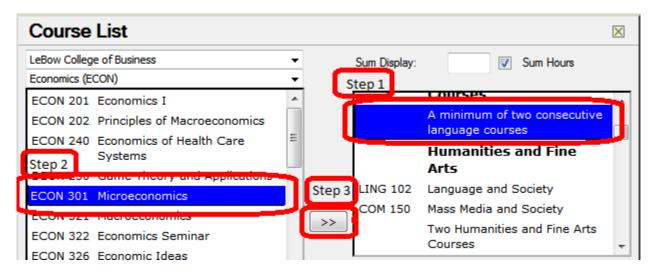

ADDING A SINGLE COURSE: You can find the subject codes by college and department.   You can also type in the courses you want to add.

Use the drop down arrows to find the college and department of the courses by subject code.
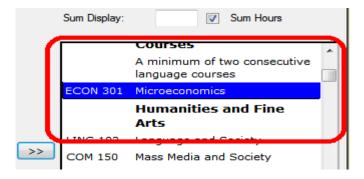
Select the course you want to add from the list that appears. You can decide where you want the course to appear by (1) highlighting an item from the list of requirements on the right, (2) selecting the course that you want to add to the requirements, (3) clicking the right arrow button (**>>**). The new course will appear under the item selected.
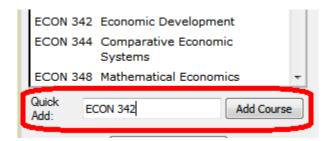

The course you add will appear under the course or comment you highlighted on the right section of the screen.
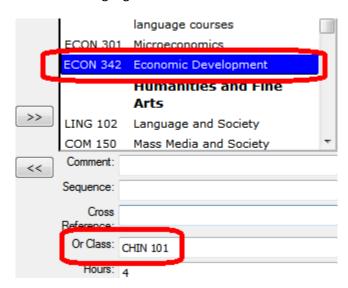
You can continue to move courses into the list of requirements that way or you can type the courses in the Quick Add space.

Click OK to see changes.

"OR" CLASS: Keep the cursor on the first course in the "OR" scenario. In the example below, the first course in the "OR" scenario is ECON 342. The "OR" course is CHIN 101.

ECON 342 is highlighted. CHIN 101 is in the **OR CLASS** field.

It is recommended that you use the "OR" class for one class but the list of classes if more than one option is available. Click OK to save and see the changes.
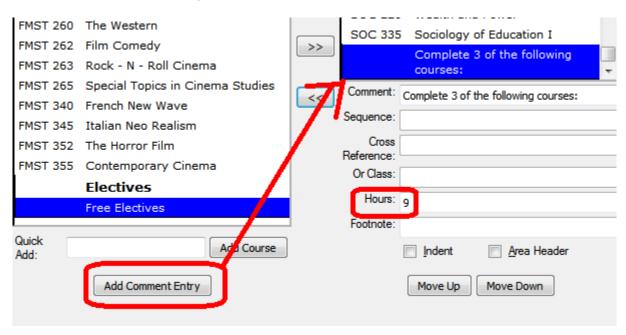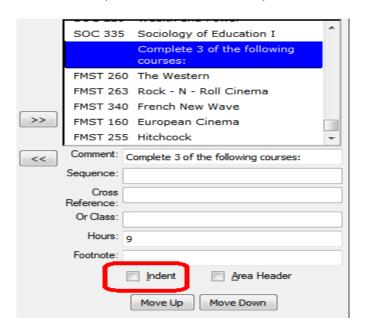
This is the result of the "OR" class entry.

ECON 342	Economic Development	4.0
or CHIN 101	Chinese I	

LIST OF CLASSES: Enter the rule text by clicking the ***Add Comment Entry Button.***   The rule for the example is Complete 3 classes from the list below.

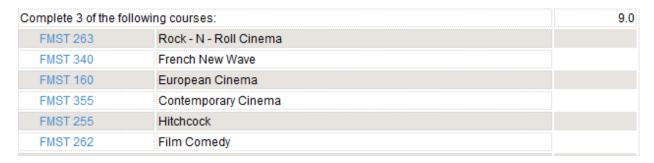Enter the number of credits required for the rule.

Enter the list of classes by typing the classes in the Quick Add field or by selecting courses on the left side and using the arrow keys to move them to the right. (>>) After the courses are on the right side of the page in the list of requirements, select each course in the group individually and click indent on each of the courses (not on the rule statement).   Click OK to save and see the changes.

This is the result of the list-of-classes entry.

Complete 3 of the following courses:		9.0
FMST 263	Rock - N - Roll Cinema	
FMST 340	French New Wave	
FMST 160	European Cinema	
FMST 355	Contemporary Cinema	
FMST 255	Hitchcock	
FMST 262	Film Comedy	

COMMENTS: You can add a comment by clicking **Add Comment Entry**. Click the **Area Header** field to make your comment a new header in the list of requirements. The comment will be right below the item which is highlighted. You can use the **Move Up** or **Move Down** button to move any course or comment in the list of requirements.

SEQUENCE CLASSES: If you want classes to appear together, enter the first course then enter a course in the sequence field. In the example below, BIO 107 should appear with BIO 108, the lab for the course. When setting up a sequence, enter the first course, highlight it, and enter the second course in the Sequence field. The combined credit for BIO 107 and BIO 108 is 4. Enter the credit hours.
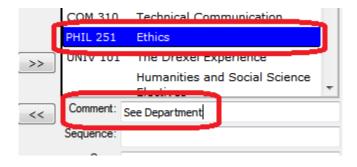
This is the sequence with the new header.

Biology Requirements

BIO 107 & BIO 108	Cells, Genetics & Physiology and Cells, Genetics & Physiology Lab	4.0

ADDING A COURSE COMMENT: Highlight the course. Type the comment in the Comment field. Click OK to save and view your work.

The course comment:

PHIL 251	Ethics (See Department)	3.0

FOOTNOTES: To add a footnote, highlight the course. Type an asterisk (*)n the footnote field.

Click OK .

Select insert/Edit Formatted Table from the iconic menu bar.
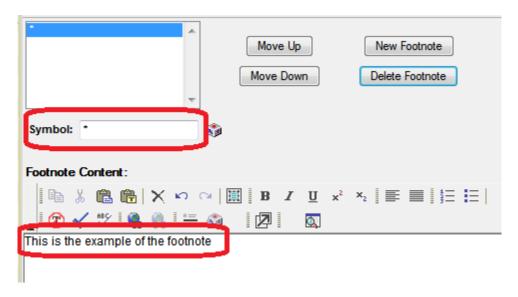

Select Footnotes from the drop down and click OK.

Enter the symbol. Enter the text. Click OK.

The footnote: