

## Instructions for Searching the Online Catalog

To access the online catalog go to:

- homepage
- faculty/staff
- undergraduate catalogs (found under "Academics")
- click on the current academic year

To do a search to locate the majors, submajors, and/or minors where a particular course appears follow these steps:

- click on the binoculars on the toolbar just above the catalog content
- to the right of the catalog copy is the area provided to do a search for a particular course, major, submajor etd., i.e. to search for SOCWORK 102, enter SOCWORK 102 in the search box, and click on search. The search then lists the 11 areas where this course can be found in the online catalog.
- Click on each of the items to view each specific loacation where this course is found.
- To copy and paste the major, submajor, or minor requirements into the *from:* and *to:* sections of the form #2, go to the toolbar above the catalog and click on "select text." This will allow you to highlight the major, submjaor, or minor requirements you wish to copy. copy and paste them into the *from:* and *to:* sections on the form #2, make the appropriate changes in the *to:* section, and **bold** and underline the changes that have been made.

## Registrar's Curriculum Web Page

This web page can also be used when preparing curriculum proposals.

To access the Registrar's curriculum web page go to:

- homepage
- faculty & staff
- Registrar's Office
- Faculty & staff
- curriculum