



**The University of North Carolina at Chapel Hill
Office of the University Registrar**

CIM Program Guide

July 6, 2020

Contents

Overview	3
Logging into CIM Program Management Page	3
Option 1: Use the following links to access CIM-Programs	3
Option 2: Faculty can access CIM-Programs from Faculty Center	3
Proposing a New Program.....	3
How to Save Changes (at any time) and Submit Proposal (when done).....	3
Filling out the Form.....	4
Fill in General Information Fields.....	4
Justification/Rationale, *Degree Plan, Admission Requirements, Concentration/Track, Other requirements	5
Letter of Intent, Request to Establish, Letters of Support, Misc. Documents.....	6
Program Requirements	7
Access Course Table in Program Requirements	7
Entering a Plan of Study	7
Steps to Access Plan of Study Grid.....	7
Course Table and Plan of Study Editing Tools	10
Edit an Existing Course Table	10
Add Comment Text	10
Formatting Examples for Text Entries.....	11
Text Entry: Requirement Groups and Area Headers.....	11
Text Entry: Select Courses From a Requirement List (followed by indented course list)	12
Text Entry: Select Courses From a Requirement List (not followed by course list)	12
Text Entry: Departmental Elective Credit (to add subject codes in plan of study tables)	13
Add Course Entries.....	13
Move Course or Comment Up or Down on List	15
Add a Cross-List (cross reference).....	15
Add a Sequence Course (e.g., BIOL 101 & 101L).....	16
Add an “Or Class” (e.g. PSYC 210 or PSYC 215).....	17
Add a Comment to a Course	18
Insert/Edit a Link	20
Add an Indent	19
General Editing Tools	20
Add a Footnote Table.....	21
Add a Footnote	21
Add a Footnote to a Course or Comment.....	22
Add a Pop-Up Bubble to Courses in Footnotes.....	23

Overview

The CIM-Program form is used to manage all undergraduate program changes (e.g., degree, major, concentration, minor). This includes proposing a new program, editing an existing program, or deactivating a program.

Logging into CIM Program Management Page

Option 1: Use the following links to access CIM-Programs

1. <https://nextcatalog.unc.edu/programadmin/>, OR faculty have access to the link in Faculty Center.

Option 2: Faculty can access CIM-Programs from Faculty Center

1. Log into ConnectCarolina.
2. Navigate to **My Schedule** in your **Faculty Center**.

Proposing a New Program

To propose a new program, click on the **Propose New Program Button**.

The screenshot shows the 'Program Management' page. At the top right is a 'Help' link with a question mark icon. Below the title is a search bar with a 'Search' button, a 'History' checkbox, and a '- OR -' separator. The 'Propose New Program' button is highlighted with a red box. To the right of this button is a 'Quick Searches...' dropdown menu. Below the search bar, there is a section for 'Letters of Support' and 'Misc. Documents', each with an 'Attach File' button. To the right of these are two 'Uploaded Files' sections, each with a 'Files To Be Uploaded:' label and a text input field. At the bottom of the page, there are three buttons: 'Cancel', 'Save Changes', and 'Start Workflow'. Red arrows with numbers 1 and 2 point to the 'Save Changes' and 'Start Workflow' buttons respectively.

If you are creating a new undergraduate program that is substantially similar to an existing program, reach out to the Office of Undergraduate Curricula for additional options.

How to Save Changes (at any time) and Submit Proposal (when done)

1. Click on **Save Changes** at the bottom of the screen at any time to save your work.
2. Click on the **Start Workflow** button (**only**) when the proposal is ready to be reviewed and approved, by the next person(s) in the workflow process.

This screenshot shows the bottom portion of the Program Management form. It includes the 'Letters of Support' and 'Misc. Documents' sections with 'Attach File' buttons. To the right are two 'Uploaded Files' sections. At the bottom, there are three buttons: 'Cancel', 'Save Changes', and 'Start Workflow'. Red arrows with numbers 1 and 2 point to the 'Save Changes' and 'Start Workflow' buttons respectively.

Filling out the Form

The first question “Are you submitting this request on behalf of someone else?” defaults to **No**.

Note: If you are submitting this request on behalf of someone else, change to **Yes** and fill in the Contact Information fields of the person for whom you are submitting the proposal.

Program Management

Propose New from Existing Program

New Program Proposal

Are you submitting this request on behalf of someone else?

☐ Yes ☒ No

Contact

Name	User ID	Email
<input type="text"/>	unc-user	<input type="text"/>

Fill in General Information Fields

1. **Institution** - Defaults to the University of North Carolina – Chapel Hill.
2. **Academic Unit** - Select the Academic Unit for the primary department responsible for the program. If the relevant academic unit is not listed, please email curriculum@unc.edu.
3. **Academic Level** - Select the applicable Career.
4. **Program Type** - Select the applicable Degree. If you select Bachelors, Masters or Doctoral program a new **Total Degree Hours Required** field will show up. This is highlighted in the screenshot below.
5. **Joint Degree Program** - It will default to **No**, if applicable, choose **Yes** and select a Campus Partner.
6. **Program Title** - Enter the Program Title (e.g., Art History Major, B.A.; History Minor).
7. **Effective Academic Year** - Select the effective Academic Year.
8. **Proposed Term to Enroll First Students** - Select the effective Term.

General Information

1 Institution

2 Academic Unit

3 Academic Level

4 Program Type Program Type (Required)

5 Joint Degree Program? ☐ Yes ☒ No

6 Program Title (e.g. M.A. in Biology)

Total Degree Hours Required

7 Effective Academic Year

8 Proposed Term to Enroll First Students

9 CIP Code and CIP Title [Find...](#)

9. **CIP Code and CIP Title** - Each UNC-Chapel Hill program of study is associated with a six-digit CIP Code for the purposes of reporting data to the federal government. Use the **Find** link on the CIM-Program form to select the appropriate CIP code.

10. **Enter Enrollment Percentage and Site Information** – This section is used only if a program will be delivered at a site other than UNC or with a joint institution.

Institution	Address	City	County	State	Zip code	Country
1						

Justification/Rationale, *Degree Plan, Admission Requirements, Concentration/Track, Other requirements

Note: The Program Requirements Field is discussed in detail on [Page 7](#).

Note: For all tables below, you may provide pertinent details in the comment section.

Justification/Rationale

By exploring the political climate within a period of history through art, students will gain a greater depth of understanding of how the two worlds of art and politics intersect.

Provide a degree plan showing the sequence of courses to be taken each year (if applicable). Use the Plan of Study Grid formatted table to create and/or edit the sequence of courses.

Admission Requirements

Please provide the concentration or track information (if applicable).

Other requirements (e.g. residence, comprehensive exams, thesis, dissertation, clinical or field experience, "second major," etc.).

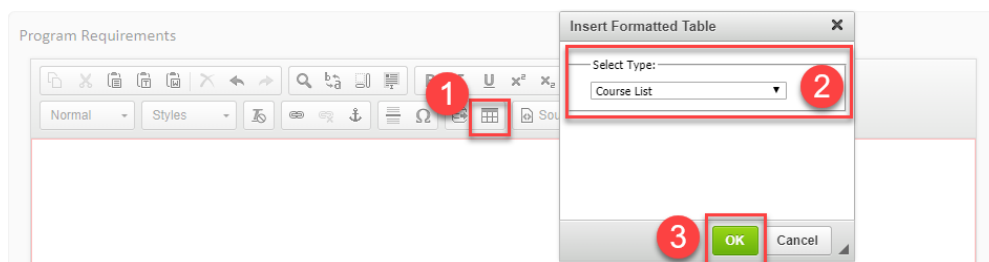
Letter of Intent, Request to Establish, Letters of Support, Misc. Documents

1. Click on the appropriate **Attach File** button to upload applicable documents.

Program Requirements

Access Course Table in Program Requirements

1. Click on the Insert/Edit Formatted Table icon (to the left of **Source** button)
2. In the pop-up window under **Select Type**: choose **Course List**.
3. Click **OK**.




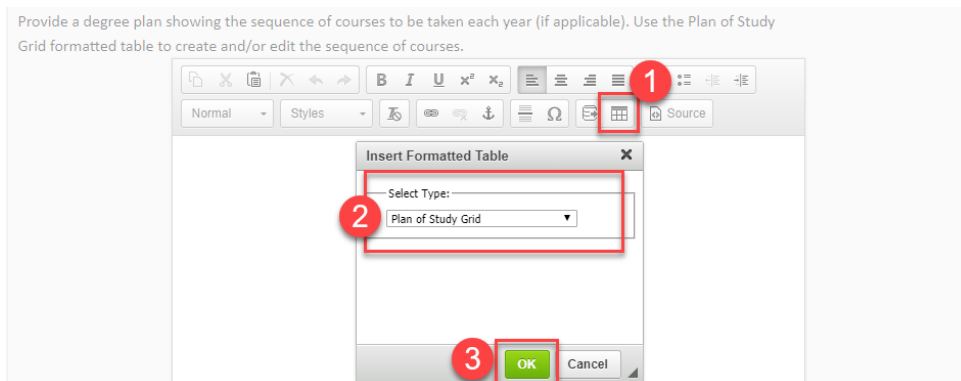
Note: This will bring up the Course List building screen. There are two types of entries that can be added to the program requirements grid: **Courses** and **Comments**.

Entering a Plan of Study

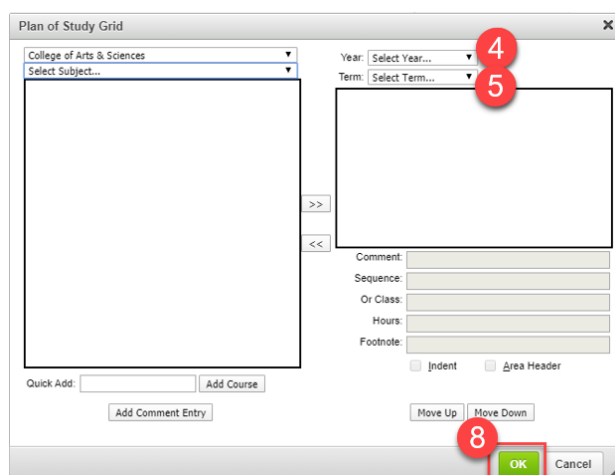
Note: The Plan of Study grid maps out semester by semester a proposed sequence for students to enroll in major or minor coursework broken down by term.

Steps to Access Plan of Study Grid

1. Click on the **Insert/Edit Formatted Table** icon  (to the left of “Source” button).
2. In the pop-up window, under **Select Type**, choose **Plan of Study**.
3. Click **OK**.



4. Select the applicable **Year** from the drop down (upper right side of pop-up window).
5. If applicable, select **Term** from the drop down (upper right side of pop-up window)
6. Add courses or comments to the term or year. (See section “[Course Table and Plan of Studying Editing Tools](#)” below.)
7. Repeat steps 4-6 for each applicable year and term.
8. Click the “**OK**” button.



Example of a Four-Year Plan of Study:

First Year		Hours
BMME 101	Frontiers of Biomedical Engineering ¹	1
MATH 231	Calculus of Functions of One Variable I ^{2, H}	4
MATH 232	Calculus of Functions of One Variable II ^{2, H}	4
PHYS 116 or PHYS 118	Mechanics ^{2, H} or Introductory Calculus-based Mechanics and Relativity	4
CHEM 101 & 101L	General Descriptive Chemistry I and Quantitative Chemistry Laboratory I ²	4
BIOL 101 & 101L	Principles of Biology and Introductory Biology Laboratory ^H	4
ENGL 105	English Composition and Rhetoric ³	3
Foreign Language level 3		3
Approaches and Connections (1 course)		3
Lifetime Fitness		1
Hours		31
Sophomore Year		
MATH 233	Calculus of Functions of Several Variables ^H	4
MATH 383 & 383L	First Course in Differential Equations and First Course in Differential Equations Laboratory ^H	4
PHYS 117 or PHYS 119	Electromagnetism and Optics ^H or Introductory Calculus-based Electromagnetism and Quanta	4
CHEM 102 & 102L	General Descriptive Chemistry II and Quantitative Chemistry Laboratory II ^H	4
CHEM 261	Introduction to Organic Chemistry I ^H	3
BMME 298	Biomedical Engineering Design and Manufacturing I	2
COMP 116 or BMME 201	Introduction to Scientific Programming or Computer Methods in Biomedical Engineering	3
BMME 205 or BMME 160 <i>and</i> BMME 215L	Biomedical Mechanics (Fall only) or Statics <i>and</i> Biomedical Mechanics Lab	4
BMME 209 or BMME 150 <i>and</i> BMME 219L	Materials Science of Biomaterials (Spring only) or Introduction to Materials Science <i>and</i> Materials Science of Biomaterials Lab	4
Hours		32
Junior Year		
BMME 207	Biomedical Electronics (Fall only)	4
BMME 301	Human Physiology : Electrical Analysis (Spring only)	4
BMME 302	Human Physiology: Mechanical Analysis (Fall only)	4

Example of an Eight Semester Plan of Study:

First Year		
Fall Semester		Hours
MATH 231	Calculus of Functions of One Variable I ^H	4
CHEM 101 & 101L	General Descriptive Chemistry I and Quantitative Chemistry Laboratory I	4
Hours		8
Spring Semester		
MATH 232	Calculus of Functions of One Variable II ^H	4
CHEM 102 & 102L	General Descriptive Chemistry II and Quantitative Chemistry Laboratory II ^H	4
Hours		8
Sophomore Year		
Fall Semester		
PHYS 118	Introductory Calculus-based Mechanics and Relativity	4
MATH 233	Calculus of Functions of Several Variables ^H	4
Hours		8
Spring Semester		
PHYS 119	Introductory Calculus-based Electromagnetism and Quanta	4
MATH 383	First Course in Differential Equations ^H	3
Hours		7
Junior Year		
Fall Semester		
PHYS 281L	Experimental Techniques in Physics	2
PHYS 211	Intermediate Electromagnetism	3

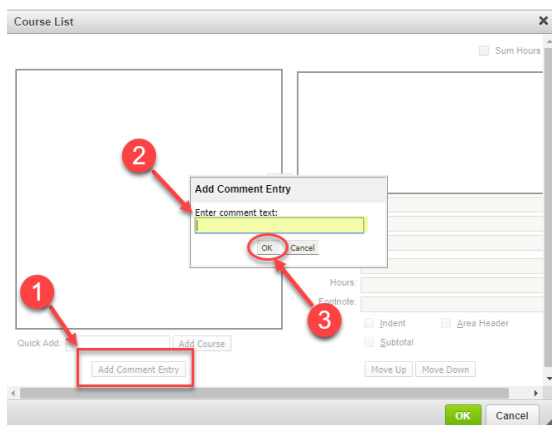
Course Table and Plan of Study Editing Tools

Edit an Existing Course Table

1. Navigate to the **Requirements** or **Plan of Study** Field.
2. Double click on the **Course Table** or **Plan of Study** table you wish to edit.

Add Comment Text

1. Click the **Add Comment Entry** button on the bottom left of the pop-up window.
2. Enter the desired text in the **Enter comment text** field. (Edits can later be made to the comment in the **Comment** field.)
3. Click **OK** to add the comment to the table.



4. If a comment is to be used as the header: Select the **Area Header** box in the lower right corner of the window, which will change the text to a bold format.
5. Click **OK**.

The screenshot shows the 'Course List' window. On the left is a large empty text box. To its right are navigation buttons '>>' and '<<'. Further right is a smaller text box containing 'TEST - Comment Header'. Below this are input fields for 'Comment:', 'Sequence:', 'Cross Reference:', 'Or Class:', 'Hours:', and 'Footnote:'. The 'Area Header' checkbox is checked and highlighted with a red box and a red circle with the number 4. Below these are checkboxes for 'Indent' and 'Subtotal', and 'Move Up' and 'Move Down' buttons. At the bottom right, the 'OK' button is highlighted with a red box and a red circle with the number 5. The 'Cancel' button is next to it. At the top left is a 'Select Division...' dropdown. At the top right is a 'Sum Hours' checkbox. At the bottom left are 'Quick Add:' and 'Add Course' buttons, and an 'Add Comment Entry' button.

Formatting Examples for Text Entries

Text can be entered either in the **Add Comment Entry** window's text box or can be edited directly in the **Comment** line once the entry has been added.

Note: If you need additional assistance on how to enter or format requirements for Undergraduate programs in CIM, please contact the Office of Undergraduate Curricula. Reviewing other program requirements in the current Catalog may also be helpful.

Note: For all text entries, you will need to manually add the number of credit hours in the **Hours** field for the requirement. This can be a single number or a range (e.g. 3-4, 9-12).

Text Entry: Requirement Groups and Area Headers

There are three requirement groupings that can be made an **Area Header** for Undergraduate programs:

1. Gateway Courses
2. Core Requirements
3. Additional Requirements

Other headings can be used, to group requirements together, but should not be made Area Headers.

Gateway Course		
BIOL 101 & 101L	Principles of Biology and Introductory Biology Laboratory ^{1, H}	4
Core Requirements		
Core Courses:		
BIOL 201	Ecology and Evolution ^H	4
BIOL 202	Molecular Biology and Genetics ^H	4
BIOL 205	Cellular and Developmental Biology ^{2, H}	4
One organismal structure and diversity course chosen from: ³		4
BIOL 271	Plant Biology	

Text Entry: Select Courses From a Requirement List (followed by indented course list)

This option is best used for shorter course lists. Best practice is to use this for lists of 10 courses or fewer.

The Comment entry can be worded a variety of ways, including:

1. Take one of the following:
2. Two of:
3. One principles of economics course:

The displayed course list can then be entered using the Indent option detailed in the [Add an Indent](#) section below.

Core Requirements		
Introduction (one of the following):		3
AMST 101	The Emergence of Modern America	
AMST 102	Myth and History in American Memory	
AMST 334	Defining America I ^H	
AMST 335	Defining America II ^H	

Text Entry: Select Courses From a Requirement List (not followed by course list)

This option is best used for long course lists. Best practice is to use this for lists of 11 or more courses. This option is also best for a list that is defined but will not be specifically displayed in the Catalog. This separate course list option also allows for formatting options like toggling open/closed the additional course lists in the University Catalog. You can view examples of this type of toggled open list on the [History Major, B.A. in the University Catalog](#).

Examples:

1. Four electives from no more than two specialization areas.
2. Any Asian language through level 4.
3. Four to six courses in a field of concentration (geographical or thematic). See lists below.
4. Literature (one course, see list below)

Core Requirements		
A total of 10 HIST courses		
Four to six courses in a field of concentration (geographical or thematic). See lists below.		12-18
Four to six courses outside the field of concentration		12-18
HIST 398	Undergraduate Seminar in History (This seminar can be in the field of concentration or outside it.) ^H	3
One course in Latin American or African, Asian, and Middle Eastern history		3
At least six courses numbered 200 or above		
Total Hours		30

Text Entry: Departmental Elective Credit (to add subject codes in plan of study tables)

This option should only be used for the plan of study. You can use this to specify a subject code for an elective course.

Formatting for Comment Entry:

BMME ----:Specialty Elective 1

This will display with the column break similar to a course entry:

Senior Year		
BMME ---	Specialty Elective 1	3
BMME ---	Specialty Elective 2	3
BMME ---	Specialty Elective 3	3
BMME ---	Specialty Elective 4	3
BMME 697	BME Senior Design I (Fall only)	3
BMME 698	Biomedical Engineering Senior Design II (Spring only)	3

Add Course Entries

Both options, for adding course entries, start from the **Course Table Editing Window**:

Option 1: Selecting Approved Courses (Most Reliable Method)

1. Click on **Select Division**.
2. Click on the applicable School.
3. Click on the **Select Subject** drop down.
4. Click on the applicable Subject.
5. Click on courses to be added to the proposed programs, then click the "> >" button to move each course to the box on the right side of the window. You may select a course in the list on the right and click on "< <" to remove a course from the list. Repeat this process until all required courses are listed in the box to the right.
6. Click on the **Sum Hours** box in upper right corner of pop-up window.
7. Click **OK**.

Note: The Course List and Total Hours line will appear in the Program Requirements field.

Course List

1 College of Arts & Sciences

3 ART HISTORY (ARTH)

5

6 ☒ Sum Hours

ARTH 255 African Art and Culture

ARTH 258 Chinese Art and Culture: from Han to Tang

ARTH 262 Art of Classical Greece

ARTH 263 Roman Art

ARTH 264 Medieval Art in Western Europe

ARTH 265 Medieval Iconography

ARTH 265H Medieval Iconography

ARTH 266 Arts of Early & Medieval Asia

ARTH 267 Latin American Modernisms

ARTH 269 Cathedrals, Abbeys, Castles: Gothic Art and Architecture (c. 1130-1450)

ARTH 270 Early Renaissance Art in Italy

ARTH 271 High Renaissance Art in Italy

ARTH 272 Northern European Art: Van Eyck to Bruegel

ARTH 273 Arts Under the Mughal Dynasty in India

ARTH ---- ARTH GENERAL ELECTIVE

ARTH 52 First-Year Seminar: Celts--Druid Culture

ARTH 151 History of Western Art I

ARTH 268 Hellenistic Art and Archaeology (350-31 BCE)

Comment:

Sequence:

Cross Reference:

Or Class:

Hours: 3

Footnote:

☐ Indent ☐ Area Header

☐ Subtotal

Move Up Move Down

Quick Add: Add Course

Add Comment Entry

7 OK Cancel

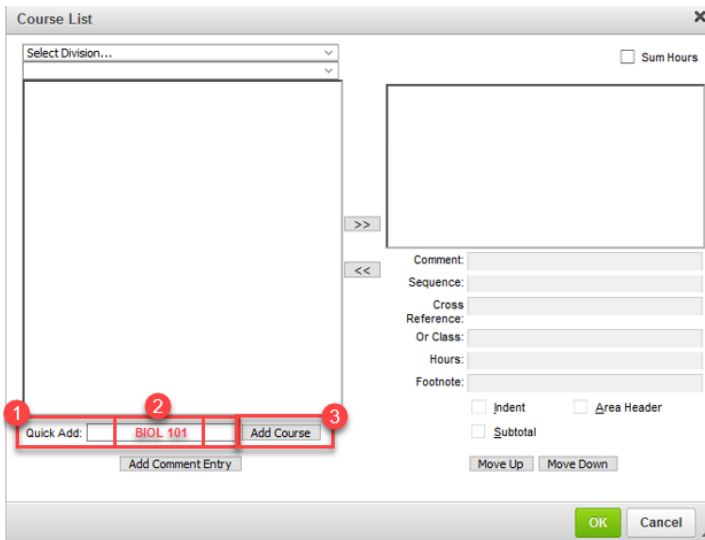
Program Requirements

Course List		
ARTH ----	ARTH GENERAL ELECTIVE	21.00
ARTH 52	First-Year Seminar: Celts--Druid Culture	3
ARTH 151	History of Western Art I ^H	3
ARTH 268	Hellenistic Art and Archaeology (350-31 BCE)	3
Total Hours		30

^H Honors version available. An honors course fulfills the same requirements as the nonhonors version of that course. Enrollment and GPA restrictions may apply.

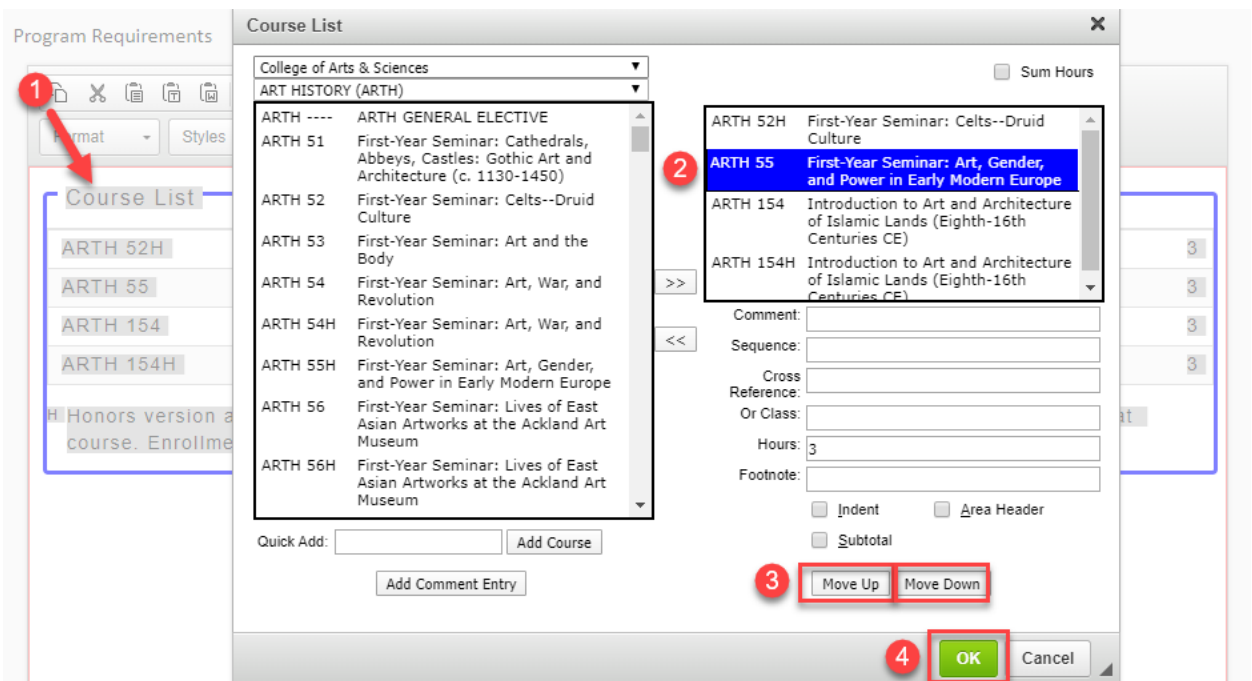
Option 2: Quick Add (For known course codes)

1. Open the table you wish to edit.
2. Type the course code into the quick add box. (Subject code, catalog number, e.g. BIOL 101)
3. Click **Add Course** button.



Move Course or Comment Up or Down on List

1. Open the **Course List** or **Plan of Study Table** you wish to edit.
2. Highlight the course or comment you would like to move up or down on the right side of the list window.
3. Click on either the **Move Up** button or **Move Down** button to rearrange the list.
4. Click **OK**.



Add a Cross-List (cross reference)

This process should only be used for officially cross-listed courses that share a course ID in ConnectCarolina.

1. Open the **Course List** you wish to edit.
2. Click on the course that is to be cross-listed.
3. Enter the number of the course you want cross-listed in the **Cross-Reference** field.
4. Click **OK**.

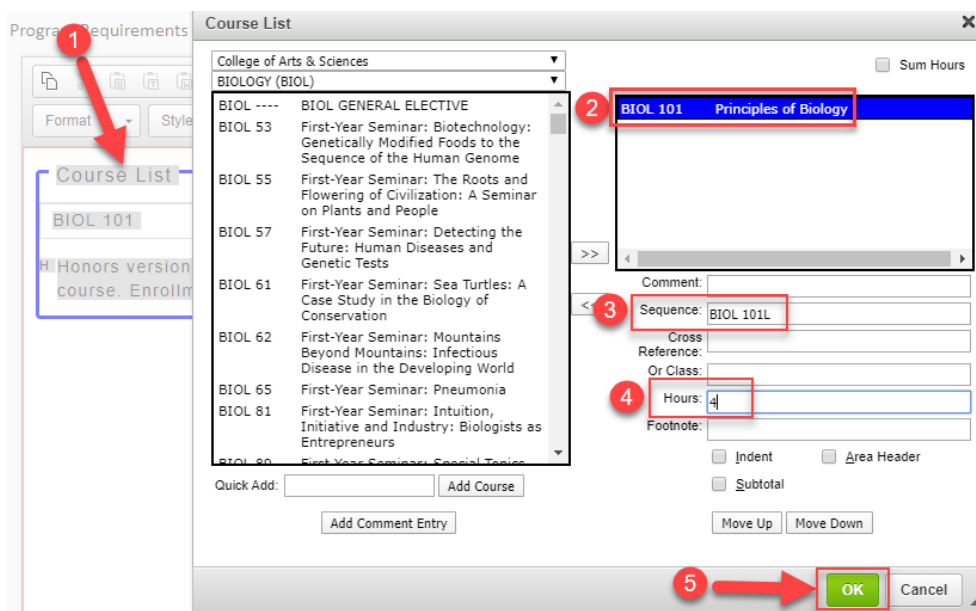
The screenshot shows a 'Course List' dialog box with a toolbar at the top. On the left is a 'Select Division...' dropdown and a large empty list box. On the right, a course 'ASIA 56 First-Year Seminar: Writing Women in Modern China' is selected and highlighted in blue. Below this, there are fields for 'Comment:', 'Sequence:', 'Cross Reference:' (containing 'WGST 56'), 'Or Class:', 'Hours:' (containing '3'), and 'Footnote:'. There are also checkboxes for 'Indent', 'Area Header', and 'Subtotal', and 'Move Up'/'Move Down' buttons. At the bottom right, the 'OK' button is highlighted in green. Red numbered circles 1 through 4 indicate the steps: 1. Dialog title, 2. Selected course, 3. Cross Reference field, 4. OK button.

5. Both courses will now be listed on the same row.

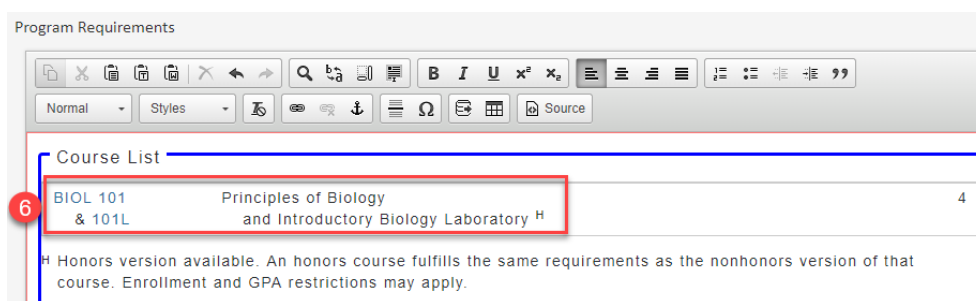
5 Course List		
ASIA/WGST 56	First-Year Seminar: Writing Women in Modern China ^H	3
^H Honors version available. An honors course fulfills the same requirements as the nonhonors version of that course. Enrollment and GPA restrictions may apply.		

Add a Sequence Course (e.g., BIOL 101 & 101L)

1. Open the **Course Table** or **Plan of Study Table** you wish to edit.
2. Click on the first course to be listed in the sequence. (e.g. BIOL 101)
3. Enter the second course in the sequence (e.g. BIOL 101L) in the **Sequence** field.
4. You must manually update the total hours in the **Hours** field. (from 3 to 4 in this case).
5. Click **OK**.



6. You will now see those two courses listed in the same row on the **Course List**.



Add an "Or Class" (e.g. PSYC 210 or PSYC 215)

1. Open the **Course Table** or **Plan of Study Table** you wish to edit.
2. Click on the first course to be listed. (e.g. PSYC 210)
3. Enter the second course to be listed on the **Or Class** field. (e.g. PSYC 215)
4. If the hours differ between each course, manually enter the number range (e.g. 3-4) for total unit hours in the **Hours** field.
5. Click **OK**.

Program Requirements

Course List

College of Arts & Sciences

PSYCHOLOGY (PSYC)

PSYC ---- PSYC GENERAL ELECTIVE

PSYC 50 First-Year Seminar: Stress Management

PSYC 51 First-Year Seminar: The Mind and the Computer

PSYC 52 First-Year Seminar: Evolutionary Psychology

PSYC 53 First-Year Seminar: Talking about Numbers: Communicating Research Results to Others

PSYC 54 First-Year Seminar: Families and Children

PSYC 55 First-Year Seminar: Children's Eyewitness Testimony

PSYC 58 First-Year Seminar: The Psychology of Mental States and Language Use

PSYC 58H First-Year Seminar: The Psychology of Mental States and Language Use

PSYC 61 First-Year Seminar: Drug Addiction: Fact and Fiction

Quick Add: Add Course

Add Comment Entry

Sum Hours ☐

PSYC 210 Statistical Principles of Psychological Research_for Testing Purposes

Comment:

Sequence:

Cross Reference:

Or Class: PSYC 215

Hours: 4

Footnote:

☐ Indent ☐ Area Header

☐ Subtotal

Move Up Move Down

OK Cancel

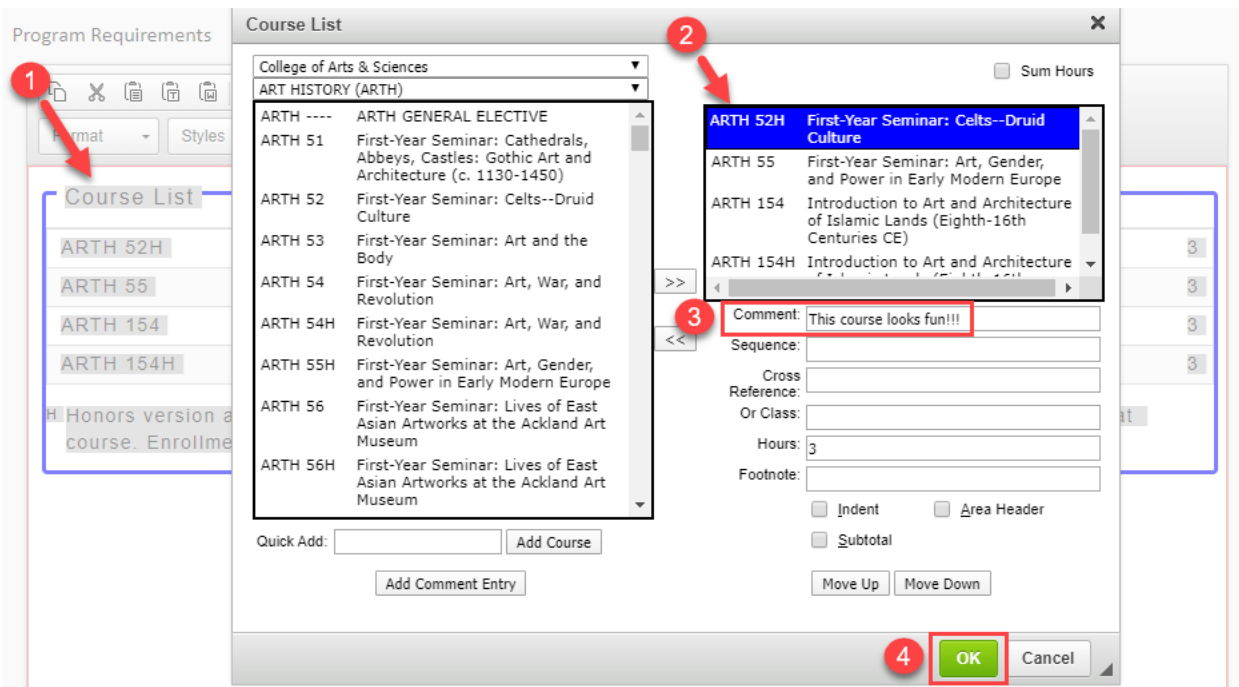
6. You will now see those two courses listed in the same row on the **Course List**.

Course List			
PSYC 210	Statistical Principles of Psychological Research ^H		4
or PSYC 215	Applied Data Science in Psychology and Neuroscience		

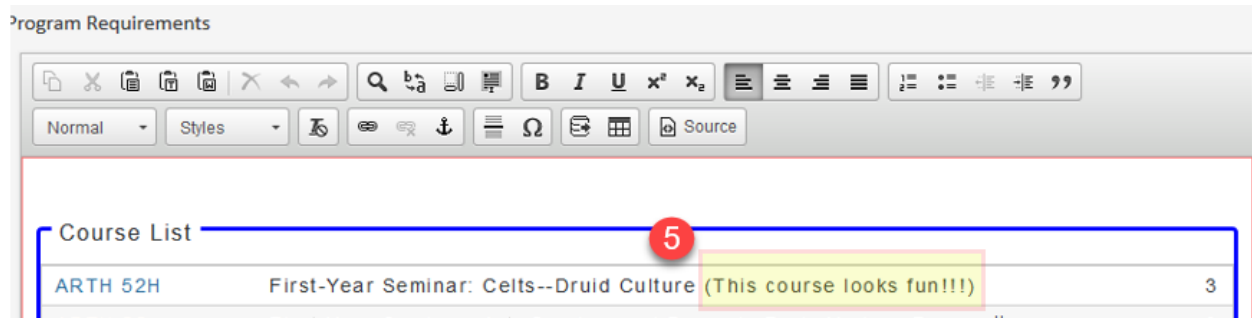
^H Honors version available. An honors course fulfills the same requirements as the nonhonors version of that course. Enrollment and GPA restrictions may apply.

Add a Comment to a Course

1. Open the **Course Table** or **Plan of Study Table** you wish to edit.
2. Click on the course in which you'd like to add a comment.
3. Write the comment in the **Comment** field.
4. Click **OK**.



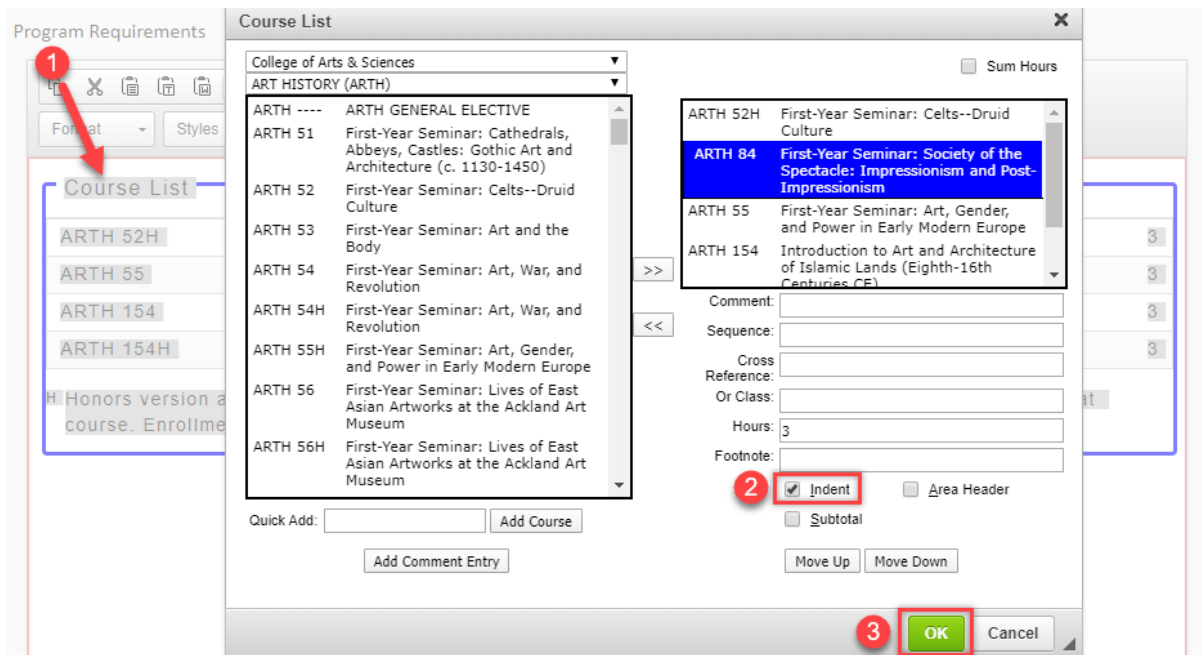
5. You will now see the note just after the course.



Add an Indent

Important: The indentation allows users to add all courses that could fulfill a requirement, without adding to the total credit hours.

1. Click on the **Course List**.
2. Select the **Indent** button. Any indented course will now appear without adding any credit hours to the total count.
3. Click **OK**.




- You will now see the selected courses indented on the **Course List** without adding any hours to the total sum.

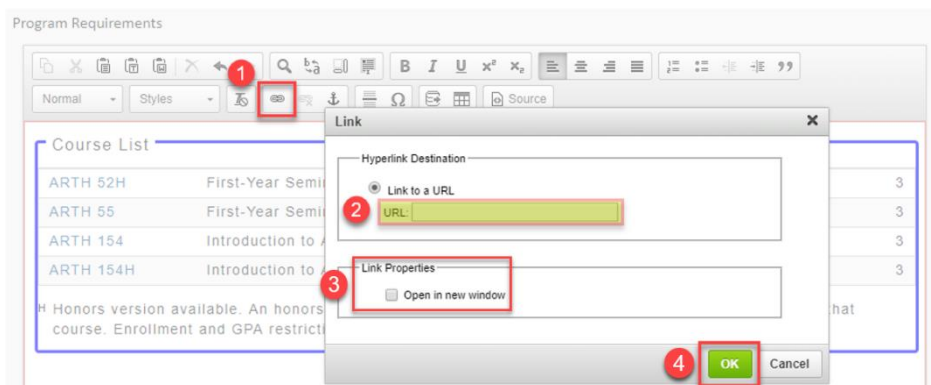
Course List			
ARTH 52H	First-Year Seminar: Celts--Druid Culture		3
ARTH 55	First-Year Seminar: Art, Gender, and Power in Early Modern Europe ^H		3
ARTH 154	Introduction to Art and Architecture of Islamic Lands (Eighth-16th Centuries CE) ^{1, H}		3
ARTH 154H	Introduction to Art and Architecture of Islamic Lands (Eighth-16th Centuries CE) ¹		3
ARTH 84	First-Year Seminar: Society of the Spectacle: Impressionism and Post-Impressionism		

^H Honors version available. An honors course fulfills the same requirements as the nonhonors version of that course. Enrollment and GPA restrictions may apply.


General Editing Tools

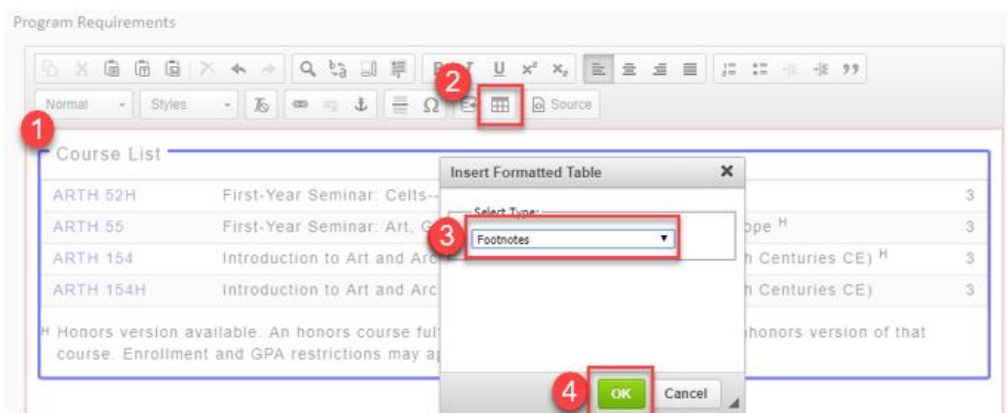
Insert/Edit a Link

- Highlight the text for the link you want to create.
- Click on the Chain Link icon, in the toolbar .
- Insert the web address in the **URL field**.
- For any link that will direct to a page outside the University Catalog, please select the **Open in new window** option.
- Press **OK**. The link will appear connected to the highlighted text in the **Text field**.



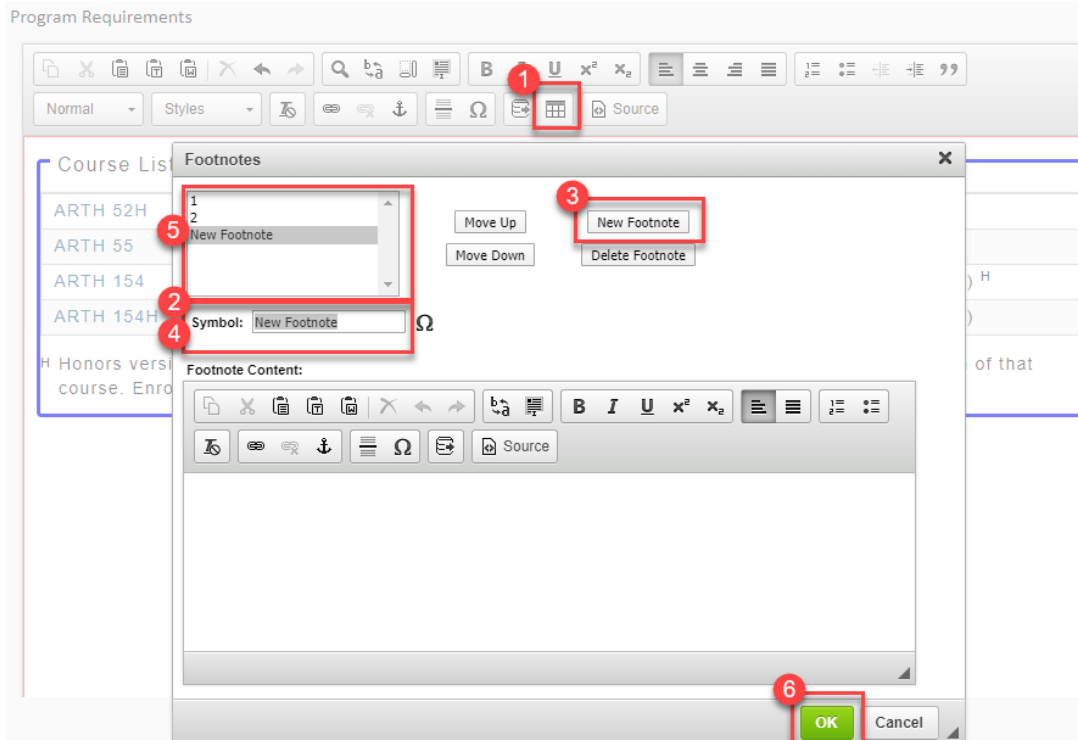
Add a Footnote Table

1. Place your cursor where you would like the footnotes to appear in **Program Requirements** or **Plan of Study** field.
2. Click on the **Insert/Edit Formatted Table** icon  (to the left of **Source** button).
3. Choose **Footnotes** from the drop-down menu.
4. Click **OK**.



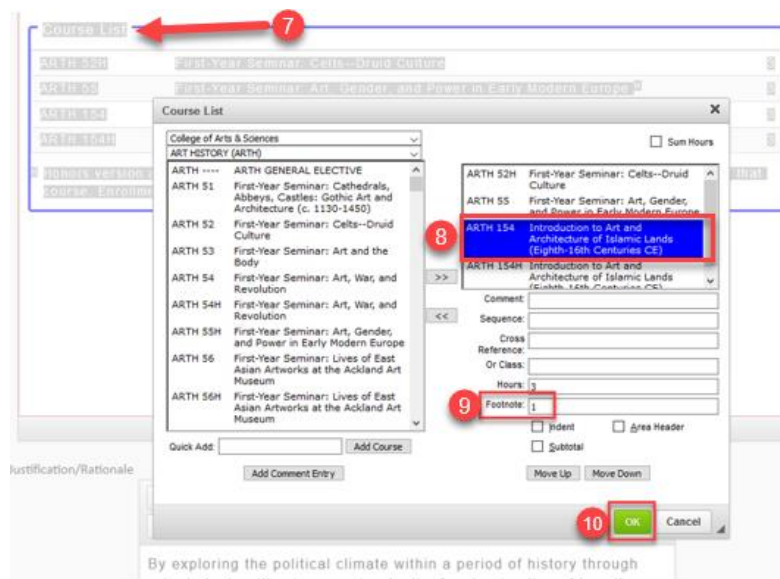
Add a Footnote

1. Add or open (by double clicking) the **Footnote Table** in the **Requirements** or **Plan of Study** field.
2. To create your first footnote, enter the desired number in the **Symbol** field.
3. To add an additional footnote, click the **New Footnote** button, and replace the auto-populated "New Footnote" text with the desired number.
4. Enter the footnote text using the **Footnote Content** section (with associated formatting tools).
5. To edit a different footnote, select it from the list in the upper-left of the footnote table editing screen.
6. When finished press **OK**.

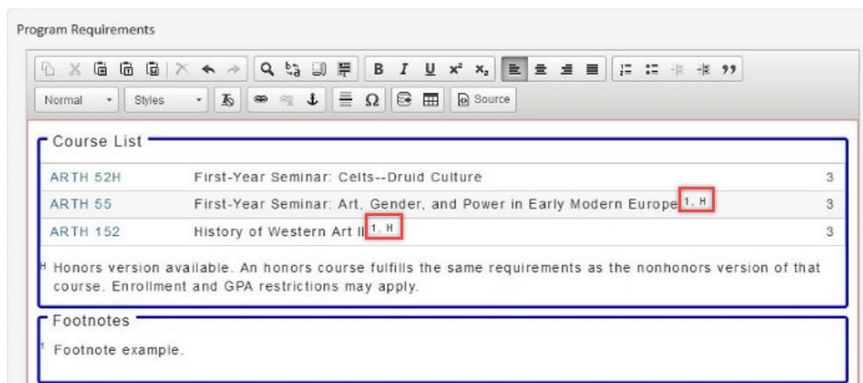


Add a Footnote to a Course or Comment


7. Open the **Course Table** or **Plan of Study Table**.
8. Click on the course or comment where the footnote is to be added.
9. Enter the appropriate footnote number in the **Footnote** field. Repeat this process for any courses that are applicable for this footnote.
10. Click **OK**.

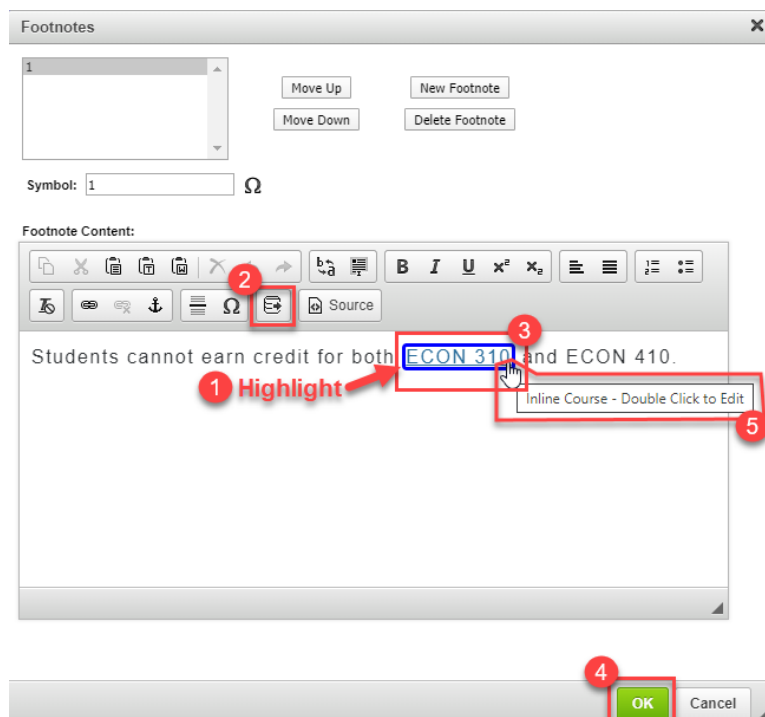


Note: The number associated with the footnote will now appear at the end of each assigned course description. The “H” footnote is added automatically to any course that also has an Honors Section available.



Add a Pop-Up Bubble to Courses in Footnotes

1. Highlight the course code in the footnote content area.
2. Click on this icon .
3. You will see a brief loading message, before the course code appears inside the blue box.
4. Click **OK**.
5. The Course now has the pop-up bubble when viewed in the footnotes table.



Example of Footnote pop-up bubble as viewed in the Catalog:

Additional Requirements

PLCY 310. Microeconomic Foundations of Public Policy. 3 Credits.
 This course allows students to enhance their working knowledge of microeconomic theory, explore microeconomic theory as a methodology to solve policy problems, understand market failures and the role of collective action in markets, apply economic models to a variety of policy situations, and evaluate and critique economic analyses. Previously offered as PLCY 410.
Requisites: Prerequisite, [ECON 101](#).
Grading status: Letter grade.

cs 2, H	3
policy electives. ¹	6
below	
	31-32

fulfills the same requirements as the nonhonors version of that apply.

level PLCY course. The remaining three credit hours must be for an Y 130, PLCY 291, PLCY 293 (formerly 320), PLCY 393 (formerly 325), the public policy major.

² ECON 101 is a prerequisite for PLCY 310 and ECON 410. PLCY 460 is a prerequisite for PLCY 698 and PLCY 691H and a pre- or co-requisite for PLCY 581. PLCY 581 is a prerequisite for PLCY 691H and a pre- or co-requisite for PLCY 698.