Updating the Course Catalog

Revised 8/24/2016

<u>Notice</u>

Table of Contents

Academic Structure Overview

Academic Structure: A student's academic record is initially very broad. During their tenure at SMU, you will see their career path become more specific.

Tip: When available, it is recommended that you check the **Include History** checkbox to see all historical data that resides within a component or page.

If you forget to click the check box, you can always click the **Include History** [Include History] button at the bottom of the page. (Note: If the button is grayed out, you already have history included in your results.)

Institution

All students, regardless whether they are graduates, undergraduates, or special studies, fall under the Academic Institution known as SMETH. They are all SMU students.

Group

Every student who attends SMU is attached to at least one school. Every school is its own academic group. For undergraduates, each student begins as SMU pre-major until they have completed their required credit hours and can declare a major.

COX	Cox School of Business	
DC	Dedman College of Arts & Humanities	
DES	Division of Enrollment Services	Associated with General Studies GNST" courses.

DESS	Annette Caldwell Simmons School of Education & Human Development	
IC	International Center	Associated with SMU Abroad generic classes -.
LAW	Dedman School of Law	
PROV	Provost's Office- Guildhall at SMU, Hart eCenter	Associated with Hart Digital Game Development "HGAM" courses
RSGS	Research and Graduate Studies	Associated with Master of Science Data Science "MSDS" program.
SEAS	Bobby B. Lyle School of Engineering	
THEO	Perkins School of Theology	

Career

An Academic Career is a grouping of all academic work undertaken by a student so that it will appear on a single transcript.

EHD	Education & Human Development
GCOX	Graduate Cox School of Business
GR	Graduate
HART	Hart eCenter
IEP	Intensive English Program
LAW	Law
RSGRS	Research and Graduate Studies
THEO	Theology
UG	Undergraduate

Program

An academic program is what the student applies to, is admitted into and ultimately graduates from. This definition works well for graduate degrees. For undergraduate degrees, the academic program is the college or school in which that student's academic plan (major) resides.

Plan

An academic plan is an area of study within the academic program. It is synonymous with what we think of as majors or minors. All academic plans fall under one academic career. Additionally, since the term "academic plan" covers both majors and minors, students may have multiple plans appearing on their records.
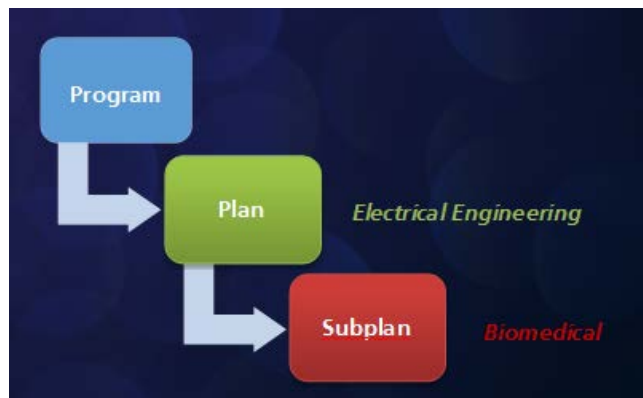
Sub-plan

Some majors have a sub-plan option. This is different than a minor. A sub-plan indicates a focus in a specialized area. For example, Biomedical Engineering is one sub-plan for the Electrical Engineering plan.

Language of the Course Catalog and Schedule of Classes

Course ID Number	Unique 6-digit system-assigned number tying all changes for a course together. Every course in the catalog has its own Course ID.
	Note: The course content is associated with the Course ID regardless if the course title or catalog number changes. As long as the course content has not changed it will have the same course ID.
Catalog Number	Departmental-assigned 4-digit number to identify a course in the catalog.
	First Digit Academic Level
	1 First-Year
	2 Sophomore
	3 Junior
	4 & 5 Senior

	6	Masters	
	7, 8, & 9	Professional or Doctoral	
	Second Digit		Number of Unit Hours
	Third & Fourth Digit		Assigned at Departmental Discretion
Section Number	Three or four character place holder for each class offered of a particular course. See the Schedule of Class documentation for full details.		
Class Number	Once a class section is saved successfully this number will change from 0 to an assigned 4-digit number used for enrollment. The 4-digit number represents the subject, catalog number, class section number and term.		

Term	SMU assigned 4-digit number to identify a semester. A semester is typically 15 weeks in the Fall & Spring. It is typically 10 weeks in Summer.
	
	There are always 4 digits in the term number.
	
	Example Term: **1162 -** Spring 2016
	
	*The first digit is the Century Mark for the 21st **Century**.
	
	*The second and third digits represent the **Calendar Year** (not the academic year).
	
	*The fourth and final digit represents the **Term Indicator**. As seen in the term indicator list below the number 5 is excluded. This is because it is used behind the scenes.
	
	    1 = January Term
	    2 = Spring Term
	    3 = May Term
	    4 = Summer Term
	    6 = August Term (SMU-in-Taos)
	    7 = Fall Term		

Session	One or two character place holder used for dividing up terms into smaller amounts of time. For example, we use S1, S2, & S3 to represent Summer 1 (1st 5 weeks), Summer 2 (2nd 5 weeks), and Summer 3 (Full 10 week term), respectively.		

Grading Basis	Defines the type of grades that will be assigned to students. Most classes have an ABC grading basis. Other grading schemes include Credit/No Credit, Pass/Fail, and Satisfactory/Unsatisfactory.
Units	Also known as semester credit hours.
Course Components	A course will be identified by one or more components (lecture, lab, seminar, etc.) To view definitions and applicable course components see Section Ten.
Equivalent Course Group	• Courses that are equivalent for requisite checking, repeat checking and degree requirement purposes but not interchangeable for credit. • Each course is set up as a separate course, each with its own Course ID. • Will be flagged as equivalent courses by linking them with an Equivalent Course Group ID. **Examples:** ✓ ECO 3368 and FINA 3320 are very similar in content; however, Finance Majors are required to enroll in FINA 3320, and will not receive the same type of credit for enrollment in ECO 3368. Credit will not be given for both. ✓ MATH 1309 and MATH 1337 are very similar in content; however, Natural Science and Engineering students must take Math 1337: Calculus with Analytic Geometry I. Credit will not be given for both.
Enrollment Requirement Group	System-checked pre- and/or co-requisites for a given course. All students must meet system-checked requisites prior to enrolling in the course. **Note:** Coursework in progress can count toward pre-requisite requirements.
First Years (Freshmen)	Students with < 30 units complete
Sophomores	Students with 30-59 units complete
Juniors	Students with 60-89 units complete
Seniors	Students with > 89 units complete
Masters	Graduate students enrolled in Master's degree programs.
Doctoral	Graduate students enrolled in Doctoral degree programs.
Prof 1	LAW students < 31 units complete
	THEO students < 19 units complete
Prof 2	LAW students with 31-60 units complete
	THEO students with 19-36 units complete
Prof 3	LAW students with > 60 units complete
	THEO students with 37-54 units complete
Prof 4	THEO students with > 54 units complete
Non-Degree UG	Undergraduate students enrolled in classes but are not in a degree granting program.
Non-Degree GR	Graduate students enrolled in classes but are not in a degree granting program.
Non-Degree Prof	Professional students (LAW & THEO) enrolled in classes but are not in a degree granting program.

University Curriculum (UC)

The University Curriculum consists of four main coursework components (*Pillars, Foundations, Breadth and Depth*). In addition, there are a number of different *Proficiencies and Experiences* that can be satisfied either by course-based or non-course-based experiences through which students develop and demonstrate the proficiencies.

Approved UC courses and activities along with University Curriculum policies can be viewed online at smu.edu/uc.

Attribute Values and Descriptions

The following course components are associated to the **courses at the catalog level**. Once the UC office approves a course with one of these components it is routed to the Registrar's Office. <u>The Assistant Registrar for Academic Scheduling updates the course catalog with these values.</u>

Component	Component Description	Component Tag	Tag Description
PLRS	2012 Pillars	CA1	2012 Creativity and Aesthetics I
PLRS	2012 Pillars	CA2	2012 Creativity and Aesthetics II
PLRS	2012 Pillars	HC1	2012 Historical Context I
PLRS	2012 Pillars	HC2	2012 Historical Context II
PLRS	2012 Pillars	IIC1	2012 Individuals, Institutions, and Cultures I
PLRS	2012 Pillars	IIC2	2012 Individuals, Institutions, and Cultures II
PLRS	2012 Pillars	PAS1	2012 Pure and Applied Sciences I
PLRS	2012 Pillars	PAS2	2012 Pure and Applied Sciences II
PLRS	2012 Pillars	PRIE1	2012 Philosophical & Religious Inquiry & Ethics I

PLRS	2012 Pillars	PRIE2	2012 Philosophical & Religious Inquiry & Ethics II
PLRS	2012 Pillars	CA1	2012 Creativity and Aesthetics I
PLRS	2012 Pillars	CA2	2012 Creativity and Aesthetics II
PLRS	2012 Pillars	HC1	2012 Historical Context I
PLRS	2012 Pillars	HC2	2012 Historical Context II
FND	2012/2016 Foundations	DISC	2012/2016 Discernment and Discourse
FND	2012/2016 Foundations	KNOW	2012/2016 Ways of Knowing
FND	2012/2016 Foundations	PRW1	2012/2016 Personal Responsibility and Wellness I
FND	2012/2016 Foundations	PRW2	2012/2016 Personal Responsibility and Wellness II
FND	2012/2016 Foundations	QF	2012/2016 Quantitative Foundation
BRD	2016 Breadth	CA	2016 Creativity and Aesthetics
BRD	2016 Breadth	HC	2016 Historical Contexts

BRD	2016 Breadth	IIC	2016 Individuals, Institutions, and Cultures
BRD	2016 Breadth	LL	2016 Language and Literature
BRD	2016 Breadth	PRIE	2016 Philosophical & Religious Inquiry and Ethics
BRD	2016 Breadth	SE	2016 Science and Engineering
BRD	2016 Breadth	TM	2016 Technology and Mathematics
DPT	2016 Depth	HFA	2016 Humanities & Fine Arts
DPT	2016 Depth	HSBS	2016 History, Social & Behavioral Sciences
DPT	2016 Depth	NAS	2016 Natural and Applied Science

Proficiencies and Experiences are updated at the **class section level**. <u>The following attributes are managed by the individual schools. The scheduler is responsible for updating these values every term.</u>

Component	Component Description	Component Tag	Tag Description
PREX	2016/2016 Proficiencies & Experiences	CE	2012/2016 Community Engagement
PREX	2016/2016 Proficiencies & Experiences	GE	2012/2016 Global Engagement

PREX	2016/2016 Proficiencies & Experiences	HD	2012/2016 Human Diversity
PREX	2016/2016 Proficiencies & Experiences	IL	2012/2016 Information Literacy
PREX	2016/2016 Proficiencies & Experiences	OC	2012/2016 Oral Communication
PREX	2016/2016 Proficiencies & Experiences	QR	2012/2016 Quantitative Reasoning
PREX	2016/2016 Proficiencies & Experiences	WRIT	2012/2016 Writing

Browse Course Catalog by Subject

This is a way to quickly view catalog information, and is the same information that students see when looking at courses in my.SMU.

1. **Click the** Curriculum Management **link.**
   ▷ Curriculum Management

2. Click the **Course Catalog** link.
   Course Catalog

3. Click the **Browse Catalog** link.
   Browse Catalog

4. Click the first **Letter** of the desired subject.
   E

5. Click the **Expand / Collapse** button.
   ▷

6. Click the desired **Course**.

Course Detail

Career	Undergraduate	view class sections
Units	3.00	
Grading Basis	ABC Letter Grade	
Course Components	Lecture Required	
Campus	Main Campus	
Academic Group	Meadows School of the Arts	
Academic Organization	Advertising	

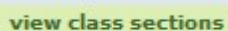**Enrollment Information**

Enrollment Requirement	Prerequisites: ADV 2374 and two from ADV 2395, 3362, and 3385. Restricted to advertising majors and minors.
University Curriculum	**Philosophical and Religious Inquiry and Ethics II**

Note: Capstone, Foundations and Pillars are course tags. Check class section to view Proficiencies and Experiences tags.
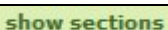
Description

Students gain a broad overview of the issues that relate to the ethical practice of advertising and marketing communications. Includes an in-depth exploration of ethical topics through directed reading assignments, class and small-group discussions, guest speakers, and independent research. Required for all majors and minors. Prerequisites: ADV 2374 and two from ADV 2395, 3362, and 3385. Restricted to advertising majors and minors.

7. Course Detail information displays. To see class offerings click the **View Class Sections** button.
   view class sections

8. Select the desired term from the **Terms Offered** drop down list.

9. Click the **Show Sections** button.
   show sections
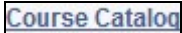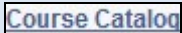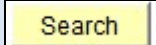
10. For more information about a particular course, click the desired **Section** link.

11. **End of Procedure.**

View Courses in the Course Catalog

This is an administrative view of the course catalog and shows more detail than the Browse Course Catalog view. It can be used to see how a course is currently set up, and to review any changes that may be needed.

1.	Click the **Curriculum Management** link.
2.	Click the **Course Catalog** link.
	Course Catalog
3.	Click the **Course Catalog** link.
	Course Catalog
4.	Enter the desired information into the **Subject Area** field.
5.	Enter the desired information into the **Catalog Nbr** field.
6.	Click the **Include History** option.
7.	Click the **Search** button.
	Search
8.	Click an entry in the **Description** column.
9.	**Note:** The Catalog Data displays the **Effective Date**, **Status**, **Description** and **Long Description**. In addition, you can view the **Grading Basis**, **Total Units Allowed** and **Equivalent Course Groups** and **Course Attributes.** .
10.	Click the **Offerings** tab.
	Offerings
11.	The **Enrollment Requirement Group** displays "system enforced" requirements for a given course. These requirements will be displayed for all class sections. If there are no requirements, this section will be blank.
12.	Click the **Components** tab.
	Components
13.	**Note:** Two course components would display if the course being viewed contained a lab/discussion and lecture. Use the arrow keys to scroll to the next component if applicable.
14.	**Note:** The GL Interface tab is not used.
15.	**End of Procedure**

| Catalog Data | Offerings | Components | GL Interface |

Course ID: 023404

Find | View All   First ◀ 1 of 2 ▶ Last

Effective Date:	08/24/2015	**Status:** Active

Course Offering ◀ 1 of 1 ▶

ADV 2302

Description: ADVERTISING, SOCIETY & ETHICS

Long Course Title: ADVERTISING, SOCIETY, AND ETHICS

Long Description: Broad overview of the interaction of advertising with society. Examines economic, social, and ethical issues as well as legal and regulatory constraints. Prerequisites: ADV 1300 and ADV 1321, 1331, or 1341.

Course Units/Hours/Count

Minimum Units:	3.00	**Last Course of Mult Term Seq:**	☐
Maximum Units:	3.00	**Enrollment Unit Load Calc Type:**	Actual Units
Academic Progress Units:	3.00	**Course Count:**	1.00
Financial Aid Progress Units:	3.00	**Course Contact Hours:**	0.00

Course Grading

Grading Basis:	ABC	**Grade Roster Print:**	Component
Graded Component:	Lecture		

Repeat for Credit Rules

☐ **Repeat for Credit**	**Total Units Allowed:**	3.00
☐ **Allow Multiple Enroll in Term**	**Total Completions Allowed:**	1

Additional Course Information

Instructor Edit: No Choice

Add Consent: No Consent   **Drop Consent:** No Consent

Requirement Designation:

Equivalent Course Group:

Course Attributes   Personalize | Find | 🔁 | ▦   First ◀ 1 of 1 ▶ Last

Course Attribute		Course Attribute Value	
PLRS	Pillars	PRIE2	Philosophy and Religion II

Override Topic Link ID: ☐

Course Topics   Personalize | Find | 🔁 | ▦   First ◀ 1 of 1 ▶ Last

| Description | Repeat For Credit |

Course Topic ID	Description	Short Description	Formal Description	Topic Link ID
1				

| 🖫 Save | 🔍 Return to Search | 🖹 Notify | | 🖅 Update/Display | 🖅 Include History |

Catalog Data | Offerings | Components | GL Interface

Example

Course Catalog Update Form

The Course Catalog Update Form can be found on the Registrar's website at
http://smu.edu/registrar/catalogupdate/

The following pages will outline the required information to complete this form.

Form Header - Basic Directions

Review the form carefully. Once this form has been submitted it will be sent to the Academic Dean's Office for approval. Be sure to fill out the system enforced requisites section if applicable.

COURSE CATALOG UPDATE FORM

After you complete the form and click SUBMIT at the bottom, the form will be sent to your Academic Dean's Office for approval. You will be notified when your catalog update has been processed and/or if your text is edited for style, etc. before inclusion in my.SMU or the catalogs.

Please be sure to fill out the system enforced requisites section if applicable. Non-system enforced requisites should be included in the official course description only.

⚑ are required fields.

(*Note*: Information on requisites can be found under section three: System Enforced Requisites.)

Section One – Confirming a Course and Submitting a Request

COURSE ID:
*(Leave **blank** if request is for a **new course**)*
REASON FOR REQUEST *(check one):*
◉ Creating new course (no previous course offering)
○ Modifying an existing course (course previously offered, content remains the same)
Please note what is being modified:
○ Reactivating a course (course previously offered and inactivated)
○ Inactivating a course (course will no longer be offered)
EFFECTIVE TERM ⌄ **YEAR** ⌄
⚑ **PRINT COURSE IN CATALOG?** ⌄
If No is selected, course will not appear in any version of the Course Catalog.
⚑ Subject Prefix: ⚑ Catalog Number:

Before the Course Catalog form is submitted, the my.SMU Catalog MUST be checked to see if the course previously existed.

Course ID

Enter the 6 digit course ID. If creating a new course, leave this field blank as the course doesn't currently exist and therefore doesn't have an assigned course id.

Reason for Request

- **Creating New Course**
  Course has never existed previously – it's new to the University.

- **Modifying an Existing Course**

  Course is currently and/or has been previously offered and the core content remains the same.

- **Reactivating a Course**

  Courses can be reactivated if they have been inactive for less than five years. If a course has been inactive for more than five years, it should be treated as a new course. The core content for a reactivated course remains the same.

- **Inactivating a Course**

  Course is currently and/or has been previously offered but will no longer be offered by your department. Once a course is inactivated, the course will not appear in the **Schedule New Course** list of available classes.

*Note: Courses are **never** deleted due to historical transcript records needed.*

Effective Term Enter the appropriate term and year. Please note, January/May/August refer to terms, not actual months. If a course is approved effective for fall term, you would need to choose fall, not August.

Print Course in Catalog?
Departments can elect to keep a course from displaying in the my.SMU and printed catalogs, but still leave it available for scheduling. This happens in rare cases where a course is being discontinued, but there are still students in an older degree plan that still need to take it.

Subject Prefix and Catalog Number
Enter the appropriate Subject and Catalog information. See the "Catalog Number" section on page 8 for more information.

Section Two – Titles and Descriptions

ABBREVIATED TITLE
(character limit = 30):

FULL TITLE
(character limit = 100):

OFFICIAL COURSE DESCRIPTION: This info also appears in the printed catalog. Do not include info here if it is noted in other fields on this form, with the exception of the SYSTEM ENFORCED REQUISITES field. **Note:** Because you include system enforced and non-system enforced requisite info here, system-enforced requisite info is noted twice on this form. Click here for a handout with style tips.

Abbreviated Title

Abbreviated titles (short descriptions) display in my.SMU and on transcripts. They are limited to 30-characters. Carefully select a short description that adequately describes the course. Use standard acceptable abbreviations that are understood by most people.

Full Title

The full title (long description) is the complete formal title of the course. Long descriptions are used in internal reporting and course checking it is also what is printed in the published version of the catalog. 100 characters are allowed. There should be no abbreviations and spelling **MUST** be correct.

Official Course Description

Enter the official course description. This should include all prerequisite information for both system enforced and non-system enforced requisites.

Section Three – System Enforced Requisites

Be as specific as possible whenever listing the system enforced requisites. List the requisite how you want it to print in the official course description. Use the System Enforced Requisite box to give additional information that is needed to correctly code the requisite.

SYSTEM ENFORCED REQUISITES: Complete this section *only if* you want the requisite information to be enforced whenever students enroll for this course. Non-system enforced requisites should be included in the official course description only.

Section Four – Course Units & Grading Basis

Course Units/Hours Count

COURSE UNITS/HOURS COUNT
Units Allowed (i.e., 3.00, or 1.5):

COURSE GRADING
Grading Basis:
○ *ABC (A–F)
○ Credit/No Credit (CR/NC)
○ Pass/Fail (P/F)
○ Satisfactory/Unsatisfactory
   (S/U – Graduate option only)

* *Grade basis includes all options: A–F, CR/NC, P and S/U for GR, HART and THEO; A–F, CR/NC and P for LAW.*

In the **Units Allowed** box, write how many units (credits) the student will receive if he/she successfully completes this course.

Remember, the number of hours should match the second digit of the catalog number!

Course Grading

Choose the appropriate grading basis for your course. The included chart below reflects the standard impact on the grading basis. The ABC grading basis includes all grade options for GR, HART and THEO; for LAW it includes all options with the exception of Satisfactory/Unsatisfactory.

ABC	CR/NC
• Impacts GPA • Impacts cumulative hours.	• Credit (CR) - Does not impact GPA. • No Credit (NC) - Only impacts cumulative hours.

P/F	S/U
• Pass - Impacts cumulative hours not GPA. • Fail - Impacts both GPA and cumulative hours.	• Satisfactory - Does not impact GPA. • Unsatisfactory - Impacts cumulative hours.

ABC Grading

• For Graduates - If ABC is selected, all of the above grading options are available after the grade rosters are *generated,* then they can be *selected.*

• For Undergraduates - If ABC is selected, only the ABC grading option is available on the grade roster.

Section Five - Repeat for Credit Rules

Some courses can be repeated multiple times, allowing a student to receive credit (hours completed and/or grade points) each time. Typical courses that allow "repeating for credit" include:

- Independent Study
- Internship
- Individual Research
- Special Topics
- Thesis

REPEAT FOR CREDIT RULES

⚑ Is course repeatable for credit? [▾]

If **Yes**, please complete the following:
Allow multiple enrollment in term [▾]
Total Completions Allowed: [ ]

Is a course repeatable for credit?
Indicate yes/no.

Allow Multiple Enrollment in a Term?
Can the student enroll for two sections of the same course simultaneously?

Total Completions Allowed

How many times in the student's career can he/she take this course?

Section Six – Consent

This box will affect ALL sections of a course. Later, while completing the Schedule of Classes process, consent control can be applied at the class section level if needed. A decision has to be made at the catalog level: Should all sections of the course require consent? Select the appropriate option based on the following information.

Consent:
○ Department
○ Instructor

If Department consent required:

- Usually the department administrative assistant controls this level of consent.

- The department administrative assistant will enter the student's ID number on the **Class Permission Numbers** page to allow students to enroll for this class.

If Instructor consent required:

- A student must receive consent from the faculty member.
- A student informs the department administrator that consent has been granted by the instructor.
- The department administrator will enter the student's ID number on the **Class Permission Numbers** page to allow students to enroll for this class.

Note: If no consent is required you may skip this section.

⚑ **Equivalent Course Group**: This section must be completed. If this course is identical to *but not* interchangeable for credit with an existing course(s), list subject prefix and catalog number in the space provided (i.e., ARHS 3303 and CF 3311, or ARMS 3363 and ARMS 6363). If this course does not have any equivalents, then enter the word NONE.

Section Seven – Equivalent Course Group

Complete this section *only if* this course is identical to *but not* interchangeable for credit with an existing course(s).

There are two ways equivalent course groups can be handled. They are best illustrated by the following examples:

Example 1

Two or more groups of students attend the same lecture at the same time but can enroll in different courses.

PHIL 3302
- Problems in the Philosophy of Religion
- 10 students enrolled

RELI 3302
- Problems in the Philosophy of Religion
- 12 students enrolled
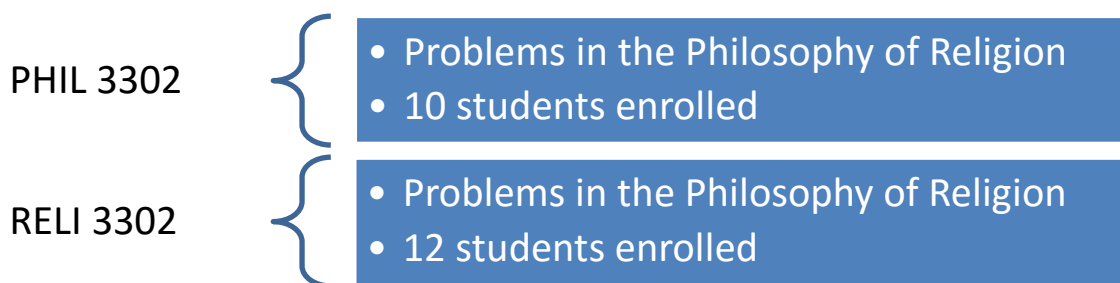
All 22 students meet in Hyer Hall on MWF 10:00a.m. - 10:50a.m with Professor Jones. Course content is the same for both classes. The 10 of the 22 students enrolled in PHIL 3302 are receiving Philosophy credit and the 12 students enrolled in RELI 3302 are receiving Religious Studies credit.

Conclusion

The 10 students who received Philosophy will not be allowed to also receive Religious Studies credit for this class, likewise the 12 students who received Religious Studies credit (RELI 3302) will not be allowed to also receive credit for Philosophy (PHIL 3302).

Example 2

Two groups of students attend different courses that are similar yet they **are not eligible** to receive credit for the corresponding similar course offered by a different department.

ECO 3355	• Money & Banking • 23 students enrolled
FINA 3330	• Money and Capital Markets • 40 students enrolled

All 23 ECO 3355 students are meeting in Clements Hall on MWF 8:00a.m. - 8:50a.m. Professor Little is lecturing on the topic, Money and Banking. All 40 FINA 3330 students are meeting in Crow Building on TR 2:00p.m - 3:20p.m. Professor Ringel is lecturing on the topic, Money and Capital Markets.

Conclusion

The 23 students who received credit for ECO 3355 will not be allowed to also receive credit for FINA 3330 for this class. Additionally, the 40 students who received credit for FINA 3330 will not be allowed to also receive credit for ECO 3355 for this class.

Section Eight – Final Exam

FINAL EXAM ☐
If No is selected, this indicates that no scheduled sections of the course will ever have a scheduled final exam.

Indicate if this course contains a final exam.

Note: This response is based on all sections.

Section Nine– Frequency of Course Offerings

TYPICALLY OFFERED ☐   Courses can be offered during certain times of the year. Select the appropriate drop down value to explain when this course is typically

offered. Please note, you should only select a value if the course has unique offering rules. If a course is routinely offered on a regular basis during different semesters, then nothing should be selected. The offered periodically value should be treated as if it stated "Offered Infrequently".

Section Ten – Course Component

Choose the component that best describes the type of course being offered. Pay special attention to course title whenever choosing course component, for example, a class titled INTERNSHIP, should probably also have the component of Internship. Please note the component that you select at the catalog level is what you will be allowed to schedule at the section level.

COURSE COMPONENT: Mark graded and non-graded selections below. If only one component is selected, default is graded. If multiple components are selected, the lecture component will be graded and the second selection will be non-graded.
Click here for Course Component Definitions.

☐ Clinical ☐ Cooperative ☐ Combined Lecture/Lab ☐ Design ☐ Discussion
☐ Distance Learning ☐ Dissertation Research ☐ Ensemble ☐ Field Studies ☐ Full-time Status
☐ Independent/ Directed Study ☐ Internship ☐ Laboratory ☐ Lecture ☐ Performance
☐ Physical Education ☐ Practicum ☐ Praxis ☐ Private Instruction ☐ Research
☐ Recital ☐ Recitation ☐ Seminar ☐ Service Learning ☐ Special Topics
☐ Studio ☐ Substitution ☐ Supervision ☐ Thesis Research ☐ Transfer
☐ Workshop

IMPORTANT!

Selecting multiple components means that you will schedule sections for each of the components.

Select only the BEST fit unless you are scheduling multiple components such as a Lecture with a required related Lab.

Course Components and Definitions

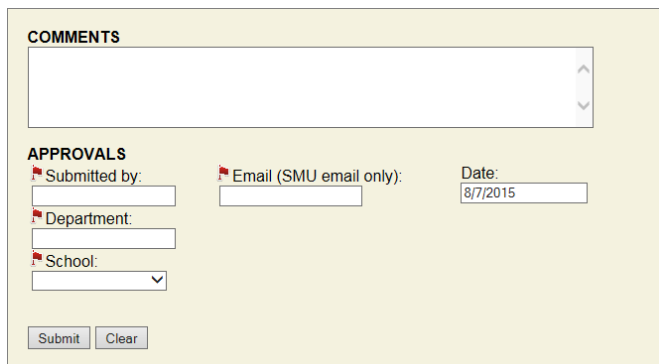| SMU COMPONENTS	SMU DEFINITION
Clinical - CLN	Students participate in client and/or client-related services as part of the learning process. Instruction usually occurs outside the institutional setting (or in an actual clinical laboratory setting) and may involve work with clients who receive professional services from students supervised by faculty members. Examples include medically-based clerkships or working in a clinical lab setting.
Co-Operative - COP	Used to represent a course that involves alternating work and school experiences under the direction of an instructor/coordinator.
Combined Lecture and Lab - CLL	Courses that combined lecture and lab or drill and practice into a single registration. These courses typically meet for more contact hours than the credit hours awarded. Music Theory and Aural Skills courses are examples.
Design -DSN	Students participate in a credit bearing design activity under faculty supervision. The majority of time will be spent out of the formal classroom designing a product/process for a client.

Discussion - DIS	A regularly scheduled course, or section of a larger course, designed solely for group discussion. Discussions are typically non-credit bearing, linked to a credit bearing course, and not stand alone courses (see seminar). As such discussion sections generally contain fewer students than the course to which they are linked.
Distance Learning - DSL	Used to represent a course or a significant portion of a course that involves instruction via the Web and other communications media.
Dissertation Research - DSR	Doctoral program dissertation.
Ensemble - ENS	Students work with an instructor to create an audio or visual performance as a group. Section size may vary based on requirements of the musical score or script. Examples include an orchestral group course.
Field Studies - FLD	Students participate in credit bearing off-campus activities under faculty supervision and instruction. Probably some amount of time will be spent in a classroom/lecture environment, but the majority of time will be spent out of the formal classroom. Examples include students involved in field work who might go into the mountains to learn about native flora, fauna, and geological formations or attend the theatre.
Full-time Status - FTS	Non-credit bearing placeholder course used for students involved in research who have not yet advanced to candidacy and/or are not enrolled in a full course load but require the full time status designation for a given term.
Independent/Directed Study - IDS	Students complete individualized and often self-paced plans of study. The instructor and students negotiate the details of the plan of study. Courses are usually small (10 or fewer students) and generally have no defined meeting days and times.
Internship - INT	A supervised, external learning experience for students in non-health professions programs. Internship experiences provide workplace settings in which students learn and apply program theory and management of the work flow. Internship experiences take place in any setting outside of health care and students may or may not be paid for the learning experiences. (If the setting is in healthcare, please use the Clinical component designation.)
Laboratory - LAB	Courses meet in a defined physical setting (i.e., laboratory) for the purpose of the application of methods and principles of a discipline. Labs may be stand-alone or a supplement to instruction in a traditional classroom section (similar to discussions).
Lecture - LEC	Standard non-variable/fixed credit course where instruction occurs in a traditional classroom setting. Lectures almost always have larger class sizes than seminar. Lecture courses may certainly include a variety of pedagogies (discussion, class presentation) but are predominantly lecture oriented. If a course is more discussion or non-lecture dominated, then seminar may be a more applicable course component.

Performance - PRF	Students receive individual instruction that can include one-to-one or group demonstration and performance critique. This would likely be used primarily for music or dance courses.
Physical Education - PHE	A regularly scheduled course devoted to participation in or performance of some form of physical activity. Knowledge associated with the proper performance of the activity presented. Examples include physical fitness courses.
Practicum - PRA	Courses are designed to give students supervised and practical application of previously studied theory in a setting outside the classroom, but not necessarily one that is strictly clinical or medical in nature.
Praxis - PRX	Doctoral program praxis.
Private Instruction - PRI	Students receive individual instruction including one-to-one demonstration and performance critique of their art. This would likely be used primarily for music (i.e., fine arts) courses.
Research - RSH	Courses focus on research related to a specific interest or academic discipline, but do not entail an actual dissertation or thesis. The faculty member and student(s) mutually negotiate the nature of the study/research.
Recital - RCL	A course registration that allows a student or students to present a required or elective recital for evaluation by a faculty committee.
Recitation - RCT	Describes small breakout groups which meet in conjunction with a lecture or lab (primary component) to review exams, discuss issues, address questions and extend the instruction that occurs in the larger lecture or lab.
Seminar - SEM	A more interactive and typically smaller course forum than a lecture. Content may include student presentations and discussions based on literature, theory, problems, or research. Enrollment is generally limited to allow for greater focus on students' critical reflection and exchange of ideas. Lecture is not the dominant pedagogical activity of the course, like in a LECTURE component course.
Service Learning - SRL	A course that utilizes community-based service to realize academic goals
Special Topics - SPT	These are special and infrequently/inconsistently offered devoted to specified fields of faculty expertise or interest. Content is not wholly included in the regularly offered curriculum and the format typically would be seminar or smaller lecture.

Studio - STU	Courses involve demonstration and application of design and theory in a defined physical setting (i.e., studio). Students explore and experiment under the guidance of an instructor, and the class size is usually limited by setting parameters (# of computers, drafting tables, etc.). Courses typically focus on the development or creation of artistically static work, such as pottery, sculpture, or paintings/drawings/graphics, or the mastery of an art form itself, such as dance or theatre.
Substitution - SUB	Substituted studies allow students access to course material as structured by a faculty member. Substituted study is designed to be a substitute for a course that is needed for the student's program of study, but is not available in a particular semester. The material covered in such courses is essentially the same that is covered in the traditional course.
Supervision - SUP	A means of transmitting the skills, knowledge, and attitudes of a particular profession to the next generation of that profession. This relationship is evaluative, extends over time, and has the simultaneous purpose of enhancing the professional functioning of the junior member(s), monitoring the quality of services offered, and serving as a gatekeeper for those who are to enter a particular profession.
Thesis Research - THE	A formal treatise presenting the results of study submitted in partial fulfillment of the requirements of an advanced degree. The process requires intensive interaction between the student candidate, thesis advisor, and supplemental committee members. Undergraduate Senior Theses however should be categorized as Independent study.
Transfer - TFR	Courses that are not scheduled but that are used for the sole purpose of awarding transfer credit for courses taken elsewhere by students.
Workshop - WKS	Workshops may have irregular beginning and/or end dates (especially at graduate levels). In general, specific hours of actual work (dance, writing, performance, etc.) will need to be completed, work is then evaluated by the instructor and other students, and then work is appropriately revised in order to earn course credit. Workshops provide a creative forum for interactive learning between faculty and all enrolled students. Oftentimes, guest artists or experts may serve as instructors.

Section Eleven – Comments and Approvals

Additional notes that need to be communicated to the Assistant Registrar for Academic Scheduling can be added to the comments section.

Comments - Course Topic(s)

Primarily used for "Special Topics" type classes. Course topics are "subtitles" adding more description to the course title. Course topics which are set-up in the Course Catalog appear on students' transcripts. **Topics** are handled differently depending on how many students are in the class section.

- **One /Two Students:** Private study courses are usually conducted on a *one*-on-*one* (or *two*) basis.

  Topic: The Topic is NOT part of the Course Catalog, but must appear on the students' transcripts. The department/instructor/dean completes *Form SC2250A: Notice of Special Topic*. Contact the department Registrar's Office Records Representative. The Topic entered on this form will appear as *Transcript Text*.

- **More Than Two Students:** Occasionally, a *small group* of students work closely with an instructor on a project.

  Topic: Select *existing* **Topics** for a **class section** by searching with the 🔍 at the **Course Topic ID** field.

To create *new* **Course Topic ID's** or *add* a **Course Topic ID** to the **Course Catalog**, contact the Assistant Registrar for Academic Scheduling. This can be done via email or included in the comments section.

Submitted by
Enter the appropriate information in the Submitted by section.

Email
Do not enter email addresses other than your SMU email address.

Date
The date field will default to the current date the form is being entered.

Department and School
Enter the appropriate department and school. For those schools that offer both UG and GR programs, be sure to select the correct program.

What happens after I submit the Course Catalog Form?

A copy of this form will be sent to the school representative responsible for approving the Catalog change. Once the designated representative approves the catalog change, the Assistant Registrar for Academic Scheduling and University Editor are notified. The University Course Catalog Editor will then edit the description if necessary and will receive final approval from the school representative. Finally, the Assistant Registrar for Academic Scheduling will enter the catalog changes into my.SMU.

Common Questions about the Course Catalog

Who updates the Course Catalog in my.SMU?

The Assistant Registrar for Academic Scheduling enters all new courses and changes to existing courses in the **Course Catalog** based on what is submitted on the Course Catalog update form.

How is the information for the printed course catalog collected?

The University Catalog Editor works directly with a coordinator from each school to make updates to the printed course catalog. Each school coordinator contacts the department administrator to collect all catalog changes for their respective school and then forwards that information to the Office of the Provost. All course titles and description information is pulled directly from the my.SMU catalog.

What is the relationship between the Course Catalog and Schedule of Classes?

Not every course in the **Course Catalog** is scheduled. A course may not be scheduled for two reasons: The course is inactive or the course may not be offered every term. The Schedule of Class is the means of retrieving a course from my.SMU and making it available for enrollment.

Running a Catalog Report

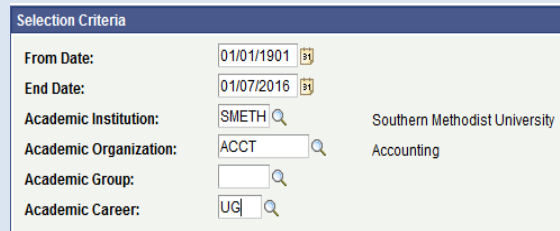|		
1.	Click **Curriculum Management**.	
2.	Click **Course Catalog**.	
3.	Click **Print Course Catalog**.	
4.	Initially you will need to create a **Run Control ID** (report name) by clicking on **Add a New Value**. Once you have created a Run Control ID, you can use it again the next time you run the report by clicking on Find an Existing Value, selecting the Run Control ID and clicking Search.	
5.		Enter a **Run Control ID** of your choice, and click **Add**. *Note*: The Run Control ID cannot include spaces.

6. This will take you to the Selection Criteria page. The Selection Criteria fields should be entered as follows:

From Date: 01/01/1901

End Date: Set the end date at least 6 months later than today's date. This accounts for any future dated set up rows.

Academic Institution: SMETH

Academic Organization: In many cases the Academic Org is the same as the Subject area. (You can double check on what your Org is by looking at the Org field on the Basic Data page of the Schedule of Classes on any of your scheduled sections.)

Academic Group: Academic Group can be used to run the report for an entire school. It isn't necessary to complete this field if you are running the report by Academic Org.

Academic Career: You can choose to populate this field if you would like to limit the report results to a certain career within your Academic Org (i.e. Graduate vs. Undergraduate).
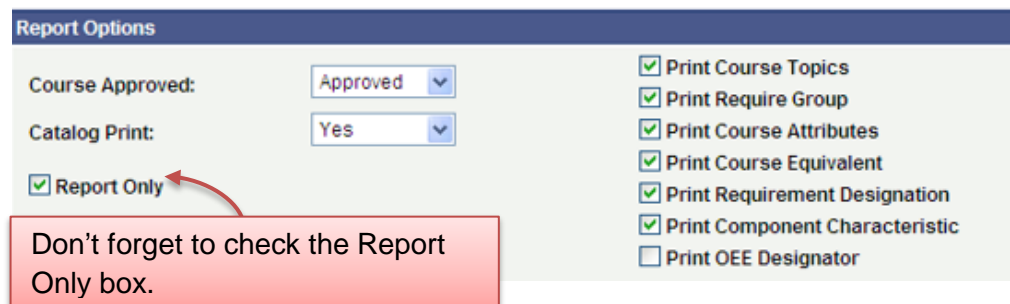
7. REPORT OPTIONS

Course Approved: Approved

Catalog Print Options:

> **Yes** - Retrieves courses that have the catalog print button checked.
>
> **All** – Retrieves courses that have been elected to print or not to print.
>
> **No** – Retrieves the courses that have the print button unchecked.

Checkboxes: All checkboxes except for Print OEE Designator should be checked.

Don't forget to check the Report Only box.

8.	Click **Save**.
9.	Click **Run**.
10.	Once on the Process Scheduler Request page, select **Course Catalog**. Then, click **OK.**

11.	Click **Report Manager**. ReportManager

12.	Click **Administration**.

13.	Click **Refresh**. *Note*: The status field should say Posted.

14.   Click **Course Catalog**.

You can now print or save a copy of your Course Catalog report. The report consists of all active courses for your department and includes information such as course title, description and credit hours. Course Components also appear under a separate heading and will show all components for a given course (lecture, lab, seminar, lecture/lab combo, etc.)

In addition, if any of your courses have Topics, Equivalent Courses, or System Enforced Requisites they will also appear under separate headings on the report. Please note, if you have requisites listed in the course description they are text only and not enforced. System Enforced Requisites appear under the Requirement Group heading. If this heading isn't appearing, you do not have enforced requisites. If you are using System Enforced Requisites, please make sure that the requisite information listed in the course description matches what is actually being enforced.

15.	To print another report select, **Go back to Print Course Catalog.** **End of Procedure.**

Contacts for the Course Catalog

Assistant Registrar for Academic Scheduling

Darrah Rippy   drippy@smu.edu   214.768.1156

Associate Registrar

Mitzie Goff   mgoff@smu.edu   214.768.3509

IT Training

smu.edu/oit.training   ittraining@smu.edu   214.768.1824

University Catalog Editor

Meg Scott   mhscott@smu.edu   214.768.7699

University Curriculum Office

Julian Guevara   jguevara@smu.edu   214.768. 3094
http://smu.edu/uc/ - University Curriculum Homepage

http://www.smu.edu/Academics/OfficeofGeneralEducation/UniversityCurriculum- View approval status of courses