View Courses in the Course Catalog

1. View courses in the course catalog to see how a course is currently set up in my.SMU. This search is helpful to review any changes that may be needed.

   Note: A course may not yet be set up in the system.

2. Click the Curriculum Management link.
3. Click the Course Catalog link.
4. Click the Course Catalog link.
5. Enter the desired information into the Subject Area field.
6. Enter the desired information into the Catalog Nbr field.
7. Click the Include History option.
8. Click the Search button.
9. Click an entry in the Description column.
10. 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.

11. Click the Offerings tab.
12. 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.
13. Click the Components tab.
14. 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.
15. Note: The GL Interface tab is not used.

16. End of Procedure