CAMPUS CONNECTION COURSE CATALOG INQUIRY

PeopleSoft Navigation:

1. Curriculum Management
2. Look under the folder called Course Catalog and click the link Course Catalog.
3. This navigation will take you to a <u>Search</u> page

   - Enter Academic Institution UND01 if it is not pre-filled already

   - Type in Subject or use the magnifying glass for a drop down menu to select one

   - You may enter Catalog Nbr (course number) if you wish, then click on the Search button
     If you do not enter a Catalog Nbr and click Search, a menu of course records within that
     subject will appear at the bottom of the screen. Note that some of the course records
     displayed will be transfer equivalencies (e.g., course numbers such as "1XX").

     Note also that some course numbers may appear twice, due to historical changes in title.
     The older records will remain in the search until we inactivate older versions of such
     courses, but this cannot be done until after the end of the summer.

6. When you select a course, a screen will appear with three tabs at the top: *Catalog Data,
   Offerings, and Components*

   a. The first tab, *Catalog Data*, will show basic course information, including Title,
      Description (course descriptions have not been entered into the system yet), credit hours
      (units), grade basis (graded, S/U, etc.), whether the course is repeatable for credit whether
      the course always requires permission to register, etc.

   b. The *Offerings* tab shows some "business" data such as college and department owning
      the course, career of the course (grad, undergrad, etc.), and whether the course has
      requisites (Requirement Group).

   c. The *Components* tab shows course component(s), e.g., Lecture, Lab, etc., a default
      section size, whether the course is normally supposed to have a final exam, whether a
      component is a graded component (courses carrying credit are the graded component,
      those that are zero credit labs are not graded components), and other miscellaneous
      information.