

2012-2013 Undergraduate Bulletin

Detailed Process Instructions

The annually published Undergraduate Bulletin includes two major sections: the narrative section and the course information section. The following instructions explain how to request changes and updates to this important University publication.

I. Narrative (non-Course) Information Instructions

Please **print** all of your changes legibly in the margins of the enclosed pages. If you have significant changes to make to the narrative sections, please email an electronic copy of your changes to Chris Temple at ctemple@nd.edu. Please note that all of the narrative (non-course) information as well as the course listings/descriptions will be included on the compact disc enclosed in the published bulletins.

Courses on the bulletin's compact disc will automatically be sorted as follows: by college, by department, by subject code, and by course number. Departments wishing to list their courses in customized groupings should do so in the narrative section. For an example of this grouping technique, please review the course listing for the Department of Sociology on page 83 of the 2010-11 Undergraduate Bulletin which can be found online at <http://www.registrar.nd.edu/BOI.shtml>.

II. Course Information Instructions

The published bulletins include all of the main campus courses that are active in the University's online Course Catalog. This online Catalog can be searched via the "View Course Catalog" link at <http://registrar.nd.edu/ClassSearch.shtml> or from within the insideND portal. Because they are not generally taught by Notre Dame faculty, all off campus courses (course numbers X4XXX) are excluded from the course listings on the compact disc. Off campus courses offered by the School of Architecture in Rome are the only exception to this practice.

Guidelines for Changing Course Information

1. Adding a course to the bulletin: All new courses to be added to the bulletin must be submitted to the Registrar's Office via a New Course Form available at <http://regapps.nd.edu/newcourse/>. Please choose "Bulletin/Catalog Addition" from the academic term drop down menu on the New Course Form. This will inform the Registrar's Office that a section of the course should not be created but that the course should be added to the online Course Catalog and the bulletin.

2. Removing a course from the bulletin:

Option A: If a course should not be printed in the bulletin but should remain "active" in the online Course Catalog, then please write the code "**ZNBL**" immediately next to the course description **AND** "X" out the course on your printed course information sheets. This will tell the Registrar's Office to leave the course "active" for online Course Catalog searches, but to assign an administrative course attribute which means "Not Published in Bulletin(Adm)". For example, HIST 12200 "Western Civilization I Tutorial" is still an active course in the online Course Catalog (searchable via the "View Course Catalog")

link in insideND). However, the department has requested that the Registrar's Office code the course with "**ZNBL**" to exclude it from the published bulletin. You can search for all of the active courses that have been coded to be excluded from the bulletin in this manner by doing an online "View Course Catalog" search and selecting the administrative course attribute of "Not Published in Bulletin (Adm)".

Option B: If a course should not be printed in the bulletin because it is "inactive" and it should also be removed from the online Course Catalog for 2011-2012, then simply "X" out the course on your printed course information sheets. By taking this action, you are indicating that this course is not expected to be taught again.

3. Changing course information already in the bulletin:

A. Course number changes – not allowed; if a course number is incorrect, then the existing course must be cancelled (simply "X" out the course on your printed Course Information sheets) and submit a New Course Form available at <http://reg-apps.nd.edu/newcourse/> to create the course with the new course number

B. Title changes – allowable within reason; the title for a course can be adjusted, but it should remain consistent with the course content

C. Instructor changes – possible with some limitations; the Registrar's course database already contains the assigned instructors for each semester. The instructors who are listed in the bulletin are the primary instructors assigned to the first five sections of the course in the most recent semester. Example: If there are five sections of the course in a given semester, then all of the instructors will be listed. If there are more than five sections, then the names of the instructors will be left out of the bulletin.

D. Credit Hour changes – possible with some limitations; the Registrar's course database already contains the credit hours for every class. Please note: If you request a change to the credit hours assigned to a course, then our office must first verify that it will not affect any students who may already be registered to take the course in a current or upcoming term. This may influence our ability to implement the request to change the credit hours for a course.

E. Pre-requisite changes – possible with limitations; the course information sheets display the pre-requisites from Section 01 for every course. Please note: If you request a change to this information, then these changes will influence the ability of students to web register for the sections of the affected course.

F. Course Description changes – allowable within reason; the course description for a course can be adjusted, but it should remain consistent with the previous course content; if the description is going to be changed significantly, then a new course should be created to accommodate the new content