Course Planning and Course Catalog

Introductory Notes about Courses and Course Catalog:

I. Departments’ Course Scheduling is done in Bionic with three (3) steps:

1. Schedule both UG and GRAD courses for both the Fall and Spring semester
   Undergraduate Note: Schedule a B403 for each professor (Supervised Work)
   Graduate Note: If your department has active graduate students, please schedule a B701 for each graduate
   level professor, and one B800 (Continuing Enrollment).

2. Run Reports and have instructors and Chair’s confirm data entry for Fall and Spring semesters
   - Reports will include approved/numbered courses.
   - New courses must be assigned course numbers by the Registrar and won’t be reflected in the report

3. Confirm data the Registrar’s Office provided about concentrations provided on the course planning report

II. Course Catalog Updates: All Course Catalog department/major and course description edits for classes not scheduled for the next academic year, should be updated in Bionic by the May deadline (announced yearly).

Communications will no longer circulate a paper copy for proofing. For courses listed from other departments, only the listing department may only change the course description.
How to Schedule Courses:

Log-in to Bionic: bionic.brynmawr.edu

Username: Your College username
Password: Your College password

Select: Sign In
Step 1. Add Courses to the Fall Term

I. Navigate to BMC_Academic Community > Use > Add Course to Term

II. When you select the “Add Course to Term” icon, you will be asked for the

1) Term, 2) Subject, and 3) Academic Career.

A. Use the magnifying glass and the dropdowns to:
   a. Select the Academic Institution: C0001
   b. Select a term: Fall 2016 = 1610; and Spring 2017 = 1700
   c. Select a subject area: [Your Department]
   d. Select an Academic Career:

B. Select “Search” button to retrieve all courses taught in the last 5 years for those criteria. Classes not shown on the next page, have not been taught in the last 5 years and may require curriculum review. To schedule these classes, call the Registrar’s Office to ask if these courses can be reactivated.

Note: If your department has Undergraduate and Graduate Courses, you will have to do this step for both Careers.
III. Entering data in “Add Courses to Term” tab

A. Check the box “Check to Add Course” next to the course you would like to add.

<table>
<thead>
<tr>
<th>Check to Add Course</th>
<th>Planning for Term</th>
<th>Academic Organization</th>
<th>Catalog No</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2014</td>
<td>ANTH</td>
<td>E101</td>
<td>Introduction to Anthropology</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>Fall 2014</td>
<td>ANTH</td>
<td>E102</td>
<td>Intro to Cultural Anthropology</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>Fall 2014</td>
<td>ANTH</td>
<td>E111</td>
<td>Intro to Peace &amp; Conf Studies</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>Fall 2014</td>
<td>ANTH</td>
<td>E203</td>
<td>Human Ecology</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>Fall 2014</td>
<td>ANTH</td>
<td>E204</td>
<td>North American Archaeology</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>Fall 2014</td>
<td>ANTH</td>
<td>E208</td>
<td>Human Ecology</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>Fall 2014</td>
<td>ANTH</td>
<td>E209</td>
<td>Human Evolution</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>Fall 2014</td>
<td>ANTH</td>
<td>E212</td>
<td>Primate Evolution &amp; Behavior</td>
<td>1.00</td>
</tr>
</tbody>
</table>

B. Once you have added all the courses to the term, click “Save” in the upper right or lower left. You may go back later to add additional classes. New courses approved undergoing approval will be scheduled by the Registrar’s Office if approved after the deadline to enter course data.

Step 2. Enter Course Data for Term
Go back to the “Use” Folder, select “Enter Course Data for Term(s)” on the left-hand menu.
I. Enter Search Terms & Select Course

A. Enter your Search Criteria

   Academic Institution: C0001
   Term: (select from menu)
   Subject Area: (select from menu)

   Click “Search.” The courses you scheduled for the term in the previous step will appear when you click search.

B. Select the first course in the list (or the course you wish to edit). The Course data entry page will display.
II. Populate “Course Data” for the Term

When you select the first course in the list, you will be taken to a 4-tabbed screen for that specific course in that term.

Move left to right through the 4 (or 5) tabs. **Save frequently.** [Note: Course topics tab will only display if the course is a topic course.]

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**Course Information**

- **Department:** History
- **Title:** Focus: Topics in Modern US History
- **Primary Department:** HIST
- **Catalog Nbr.:** 274
- **Approaches To Inquiry:** Inquiry into the Past (IP)

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**Course Catalog Description**

This is a topics course in 20th century America social history. Topics vary by half semester

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Instructions/Guidelines for course entry is found on the Registrar's website: https://www.brynmawr.edu/registrar/faculty/curriculum-planning

All fields with an * are required and cannot be saved without data entry.

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**015413**

**A. Tab #1: Course Information**

1. **“Course Catalog Description”**

Edit the course description and confirm that the description is correct. The page will display the most current course description. You must select the “Reviewed and approved for publication” check box to save.

Please remember, there is some information that should be in a course description and some that shouldn’t. Here are some tips:

- The course description is not term-specific. It is a generic course description.
- Prerequisites are required to be listed as the last sentence of the course description.
- Term-specific topic titles and descriptions are listed on the “Course Topics” tab, not in the course description.
- **Do NOT Include:** Instructor names, crosslisting information, and requirements met.
- **Do NOT use the “enter” key** or try to insert separate lines into the course description. This will cause the TriCo catalog to break and the line breaks will have to be removed manually.

The description you approve here will feed to the Course Catalog pdf, your department web page, and the
TriCo catalog.

2. “Course Offering”
   The course offering pattern is when the course is “typically” offered, not when it is being offered this semester. The field helps students plan their academic course work through to graduation and gives them an idea of when “typically” the course is offered. Values include: occasionally, every Fall, only once, etc. Please have your chair review this information for courses, but do not change this field unless your department chair has asked you to.

3. “Prerequisites”
   Since Fall 2013, prerequisites have been system enforced. The information in this prerequisite field displays what we have enforced as a prerequisite. If the department changes the prerequisite posted in the catalog description, check the box that:
   “This prerequisite has changed and has been updated in the course catalog description”
   so we know to rewrite the prerequisite so the system checks it correctly. If there is no change, there is no action needed here. If you notice that the prerequisite description displayed here does not match the prerequisite in the description, please check the box.
   Note: The text box is not editable.

4. Counts Towards
   Starting in Spring 2016, courses are no longer crosslisted, however courses from other departments can still “count towards” another major. If the course currently counts towards another program or major, it will be displayed here.

   If you department would like to remove or add majors here, please include a note to the Registrar on the 2nd tab. All new “counts towards” requests must be approved by both the listing department and the department seeking to display it with their courses.
   Note: The text box is not editable.
B. **Tab #2: “Course Section Information.”**

Create as many sections as are being scheduled.

**For 403’s and B701’s – Supervised Work, please schedule one section per professor so students can register for the appropriate section.** To add a section, click “add new section.” Note: All sections are 3 characters: 001, 002, 003 (etc) for the main section, 00A, 00B (for labs)

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Course Section Information</th>
<th>Course Topics</th>
<th>Meetings Per Class</th>
<th>Course Slating</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST B274</td>
<td></td>
<td></td>
<td></td>
<td>015413</td>
</tr>
</tbody>
</table>

*Enrollment limits and details on how enrollment will be limited must be entered during data entry. This information must be available to the students in advance of registration. Classes cannot be limited and enrollment criteria cannot be changed after pre-registration starts.*

**Course Section Information**

<table>
<thead>
<tr>
<th><em>Class Section:</em> 001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part of Semester: First Quarter 0.5 Units</td>
</tr>
<tr>
<td>Class Title: Focus: Topics in Modern US History</td>
</tr>
</tbody>
</table>

*View Enrollment History*

- [ ] This course is appropriate for 1st semester Freshmen
- [x] This course has an enrollment limit

*Enrollment criteria may not be changed once course information is published.*

**For Limited Enrollment Courses Only**

<table>
<thead>
<tr>
<th>Enrollment Limit: 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Bacc Spaces:</td>
</tr>
<tr>
<td>Freshmen Spaces:</td>
</tr>
</tbody>
</table>

**Lottery Criteria**

Enter in order of priority:

- [ ] First Criteria: Senior
- [ ] Second Criteria:
- [ ] Third Criteria:
- [ ] Fourth Criteria:
- [ ] Fifth Criteria:

**Notes printed in the Tri-Co Course Guide. Do not repeat Enrollment Criteria in the Notes section. Enrollment criteria print automatically. Do not include prerequisites here. Instead include them at the end of the course description on Tab #1.**

**Comments to the Registrar about this course. (Note: these notes will NOT print in the T.C. Course Guide)**

Revised February 2016
• **Quarter Classes**: If the course is 0.5 units, select the which quarter from the drop down (Part of Semester)

• **Enrollment Limit**: If the course has an enrollment limit, check the box and specify the enrollment limit and at least one lottery criteria (required).
  - If the class has an enrollment limit, you must include at least one lottery criteria for the course and the priority (in order) of the criteria or else you will not be permitted to save. This lottery criteria will be published to the students and enforced if the class goes to lottery.

• **Tri Co Notes**:  
  - **DO**: Include any “extra course costs” in the notes to students including things like attending performances, purchasing software, course pack, etc…)
  - **DO NOT**: replicate the enrollment criteria, prerequisites, or course description information in the Tri-Co Notes. If the course is part of a 360, include this in notes to the Registrar.

• **Registrar Comments**:  
  - Include any information you need to relay to the Registrar’s Office about the course which you were not able to indicate elsewhere. These are just informational to our office and will not display to students or faculty.

**Tools available on this tab:**

**View Enrollment History**: This link will provide you with a list of the enrollment history for this course (what semester it was offered and how many people took the course).

**Fetch Previous Term Enrollment Criteria**: *NEW* When possible (sometimes courses with multiple sections don’t fetch well), you can fetch the previous enrollment limit and lottery criteria for the course. Once fetched you can make any changes you want. If a lottery criteria gets populated with “Invalid Value”, please select a criteria from the dropdown or change it to blank. We weren’t able to match all previous criteria.
C. **Tab #3: Course Topics (Tab will only display for Topics Courses Only)**

- Select an existing topic title from the Course Topic ID or Type a new topic title in the free-format text field.
- Type a topic description. It is like a catalog description, but is term- and topic-specific.
- If multiple sections of the topics course is being taught, enter the topic information for each section

![Course Information](image)

**HIST B274**

Select an existing course topic title or enter a new Topic Title. Enter the catalog description of the topic.

![Course Topic Information](image)

Save:

[D. **Tab #4: Meetings Per Class**](image)

- “Add a meeting type” for *every* meeting type in addition to the main “Class”.

If students must select a lab or discussion session during registration, (example: lab, language TA section, discussion sections, lab/lecture), create these as separate sections. If you are not sure, check in with the Registrar’s Office and the professor. Students can only pick one enrollment section (lecture) and one non-enrollment section (lab) per class. Only the meeting types available for the class will be shown.

- **Extra Class Times** (Film screenings, Extra Hours for Language, PreLab, Lab/Lecture) must be entered during course planning. If the meeting day or time is TBA that is ok, but students must know the time commitment for a class. Additional meetings should be scheduled as additional meeting times on either the lecture (or lab if appropriate).

- **Meeting Days/Times**: For every meeting type, enter the class schedule and the meeting time/s. The program will provide the approved meeting patterns and time blocks for the level of course you are offering. Check the Registrar’s Office web page if you have questions about the Course Meeting Blocks.

- For every meeting type, enter the preferred facility. The room characteristics will display. [Note: when assigning rooms, those courses with room preferences or room type preferences are evaluated first. Do not submit room conflicts between courses in the same department]
  - If you have room specific notes for the Registrar, include them in the notes section.
  - The form will prompt you to select a room, if you forget.
Additional Tools:

Course Meeting Time Blocks and Non-Peak Hours: Will open the document from the registrar’s website with the course time blocks on it.

Fetch Previous Term Days/Times: This will attempt to pull the meeting pattern the last time the class was offered. For classes with multiple sections or if the class hasn’t been offered in a while, no data may be fetched. You can always change this.

Fetch Previous Term Facility: This will attempt to fetch the previous location the course was scheduled in. Again, you can always change this once it is fetched.
E. Tab 5: Course Staffing

- Enter all staffing approved for each Section of this course. Use the magnifying glass search for your faculty.
- If the course is team taught, enter all faculty associated with the course.
- If you do not know which continuing faculty member will teach the course, select “Staff, TBA.”
- If you will be hiring a new interim faculty member, select, “Interim, Replacement.”
- Newly hired to or to be hired faculty/instructors will not be listed in this dropdown until hired.

**Course Section Information**

**Course Staffing**

**Save**

**Proceed to the next course for the term, by clicking “Next in List”:**

Add all course information for each course you’ve added to the term.
Step 3. Run Course Planning Report to check your work.

I. Navigate to BMC Academic Community > BMC Faculty > Reports > Compiled Reports

- Course Planning Details
- Course Planning List

A. **Course Planning Details Report**: produces a PDF report with all course details entered on one page. This report always pulls from the planning information, once we roll the data into the term and officially schedule it, the report will not update with changes.

Enter: Term and Department. The magnifying glasses will help you look up the values. Click “View Report”

The report will run. To open the PDF go to your downloads folder and click on the file.

B. **Course Planning List Report**: produces a PDF report with the list of the course scheduled with selected planning data. Multiple courses per page will print. Again, it is pulling from planning information.

Enter: Term (Fall and/or Spring) and Department. (Note: for departments with multiple subjects like ARTS, you can enter the subject as well to just get some of the ARTS classes: ARTW, ARTD, ARTT.)
Editing the Catalog

- Course Descriptions

- Department and Major/Minor/Program Descriptions.

*NOTE: All edits must be done online in Bionic. No paper edits will be accepted and no paper proofs will be distributed.*
Department Description/Program Requirements

For consistency, the standard order of Course Catalog content is:

1. Description of the academic program
2. Requirements
   - Major Requirements
   - Minor Requirements
   - Concentration Requirements
3. Honors Requirements
4. Study Abroad
5. Cooperation with Other Institutions
6. Cooperation with other Departments and Programs
7. Policy info, e.g. Experimentation, reporting, course prerequisites

We recommend that you do not repeat information found in another section of the catalog, as programs and policies change and your catalog/web page will become outdated.

Instead, refer the reader to the relevant section of the Catalog, such as Independent Study, Study Abroad, or other academic opportunities such as 3/2 programs.

Department Webpages:

All academic department and program web pages have a “Program Requirements and Opportunities” menu item. The contents of these pages are the Course Catalog for that department/program. The data is a feed directly from Peoplesoft/Bionic.
Step 1: Edit Course Catalog Description (Provost Office)

I. Navigate to: BMC_Academic Community > BMC_Faculty > Use > Course Catalog

Click the button to review all the academic programs that you should be able to edit. If you don’t find the one you’re responsible for, email Jen Hawkes.

Select the first program you need to edit.

II. Course Catalog Data Entry Page

When you select an academic program, you will go to a data entry screen for the Course Catalog.

Stored on this page is what is feeding to your department or program web page. Make any edits directed by your chair. Substantial changes to the major, minor, or concentration requirements needs approval by the Curriculum Committee.

The data entry screen contains HTML characters because the course catalog text is feeding to your department/program web page. Retain/replace the HTML characters or else the information will not display correctly on your web page. If you need help editing the description and the HTML, a guide is available for your assistance.

After you edit, select after you have completed your edit.
Students may complete a major or minor in Biology. Within the major, students may complete minors in computational methods, environmental studies or neural and behavioral sciences.

The programs of the department are designed to introduce students to unifying concepts and broad issues in biology, and to provide the opportunity for in-depth inquiry into topics of particular interest through coursework and independent research. Introductory- and intermediate-level courses examine the structures and functions of living systems at all levels of organization, from molecules, cells and organisms to populations. Advanced courses encourage the student to gain proficiency in the critical reading of research literature, leading to the development, defense and presentation of a senior paper. Opportunities for supervised research with faculty are available and highly encouraged.

Major Requirements

Course requirements for a major in Biology include two semesters of introductory biology (BIOL 110-111), six courses at the 200 and 300 level (excluding BIOL 390-399), of which at least two must be at the 300-level and three must be laboratory courses, and one senior seminar course (BIOL 390-399). Two semesters of supervised laboratory research, BIOL 403, may be substituted for one of the required laboratory courses. In addition, two semester courses in general chemistry and three additional semester courses in allied sciences, to be selected from Anthropology, Chemistry, Computer Science, Geology, Mathematics, Physics or Psychology are required for all majors. Selection of the three additional allied science courses must be done in consultation with the student's major adviser and approved by the department.

Students interested in pursuing graduate studies or medical school are encouraged to take two semesters each of physics and organic chemistry. In addition, all biology students are encouraged to take courses that employ quantitative reasoning or computational approaches, such courses can be taken within the Biology Department or in other departments.

A score of 5 on the Advanced Placement examination, or equivalent International Baccalaureate scores, can be used to satisfy one semester of the introductory biology requirement for the major. One additional semester of BIOL 110-111 is required to fulfill the introductory biology requirement. The department, however, highly recommends both semesters of introductory biology for majors. Placement out of one semester of introductory biology does not satisfy the introductory biology pre-requisites for 200/300-level courses.

Honors

Departmental honors are awarded to students who have distinguished themselves academically or via their participation in departmental activities. Final selection for honors is made by the Biology faculty.

Minor Requirements

A minor in Biology consists of six semester courses in Biology.

Minors in Environmental Studies, Computational Methods, and Neural and Behavioral Sciences

Minors in Environmental Studies, Computational Methods, and Neural and Behavioral Sciences are available for students interested in interdisciplinary exploration in these areas. Check relevant sections of the course catalog for complete descriptions of the minors.
III. Reviewing Course Descriptions (Registrar’s Office)

From the BMC Faculty > Use > Course Catalog page, select: View Course Descriptions for Catalog on the right. A report will automatically run and open as a Word document (Note: You must have pop-up’s enabled.)

| Course ID: | 001151 (Fall 2012) |
| Subject:   | ANTH               |
| Catalog Number: | B101             |
| Course Title: | Introduction to Anthropology: Prehistoric Archaeology and Biological Anthropology |
| Catalog Description: | An introduction to the place of humans in nature, primates, the fossil record for human evolution, human variation and the issue of race, and the archaeological investigation of culture change from the Old Stone Age to the rise of early civilizations in the Americas, Eurasia and Africa. There are four lab sections for ANTH 101. In addition to the lecture/discussion classes, students must select and sign up for one lab section. Limited enrollment: 18 students per lab section. |
| Requirement(s): | Division I: Social Science |
| Approach: | Scientific Investigation (SI) |
| Counts towards: | Gender and Sexuality Studies |
| Units: | 1.0 |

This provides you a view of what text will appear on your department web page.

You may also print this page by using the option. Use the printed version for proof reading.

Once you are finished,

1. Click the check box to “authorize” the document to publication: Reviewed and approved for publication

2. Scroll to the bottom of the data entry screen. Select Return to Search.

3. You will return to the initial screen to select the next academic plan in your list.
Course Descriptions

All course descriptions for courses scheduled for the upcoming Academic Year should be entered in the “Enter Course Data for Term” section of the Curriculum Planning. Course descriptions for courses not scheduled should also be edited online.

Significant changes to the course description must be approved by Curriculum Committee.

Examples of changes not requiring approval include (but aren’t limited to):

- Spelling or punctuation changes
- Slight re-writes of sentences to improve readability
- Expanding the description to be more useful for students
- Editing down a lengthy description.

If you have a question about changing a course description, please call the Registrar’s Office.

I. Navigate to BMC Academic Community > BMC Faculty > Use > Course Catalog Description

Enter or Search for your Department in the Subject Area search area and click Search.

Note: Only the courses that are Active (taught in the last 5 years) will appear. Additionally, for cross-listed courses, only the Primary department can edit the description. Changes to the description of cross-listed will update the course in all cross-listed departments.

Next, Select the course description you wish to update.
II. Update the Course Description.

The course description appears on the page. Make any changes to the description that are requested/required and click POST. Changes will occur immediately! Once you post the changes, you will see your username and a date/time stamp appear. This will allow us to track what changes have been made and when/who made them.

Note: Any changes to the text of the prerequisites, must be given to the Registrar’s Office.

If you want to make the change and not post right away, click the Save button. If you save, but don’t post, you will need to go back in later and Post your changes.

Things to Remember:

Order of Information:

- Course description. (URLs are not allowed in the description)
- Prerequisites. [optional] If none, don’t add anything. If they are changing, please send changes to the Registrar’s Office.

Additional Requirements:

- **DO NOT use line returns/breaks. [DON’T PRESS THE ENTER BUTTON].** Allow the text to wrap naturally. Line breaks will cause problems in the TriCo when we upload the file and when the data feeds to the web.

- **DO NOT include:** Enrollment Limits, Instructor information, Requirements Met, Current Topic descriptions or Enrollment Criteria. This information is listed at the time the course is scheduled separate from the catalog.

- All Topics courses must have a standard topic course description: “This is a topics course. Course content varies.” Do not change this. In the catalog, the most recent topic description will be appended automatically.
III. Review Changes

After your changes are complete, you can print the list of courses and their descriptions that will appear in the catalog. (Note: only the last 5 years of courses will appear in the list and in the catalog).

**Navigate to:** BMC Academic Community > BMC Faculty > Use > Course Catalog

Select: View Course Descriptions for Catalog. (button on the right side) A report will automatically run and open as a Word document  (Note: You must have pop-up’s enabled.)

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>001151 (Fall 2012)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>ANTH</td>
</tr>
<tr>
<td>Catalog Number:</td>
<td>B101</td>
</tr>
<tr>
<td>Course Title:</td>
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</tr>
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<td>Catalog Description:</td>
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