
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
 - o Major Requirements
 - o Minor Requirements
 - o 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found in another section of the catalog, as programs and policies change and your catalog/web page will become outdated.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.

The screenshot shows the Bryn Mawr College website navigation and content. The top navigation bar includes links for Library, Give, Arts, Athletics, Calendars, News, Directories, and social media icons. The main header features the Bryn Mawr logo and navigation menus for Admissions Express and Information for Prospective Students, Current Students, Parents and Families, Faculty, Staff, and Alumnae. The main content area is titled 'Program Requirements and Opportunities' under the Anthropology department. The page includes a sidebar with a navigation menu for Anthropology, a main text area with introductory information and contact details, and a section for 'Major Requirements'.

Navigation: Library, Give, Arts, Athletics, Calendars, News, Directories, Search, Go

Admissions Express: Apply to Bryn Mawr, Request Information, Plan a Visit

Information for...: Prospective Students, Current Students, Parents and Families, Visitors, Faculty, Staff, Alumnae

Academics: Academics, Admissions & Financial Aid, Student Life, Campus, Offices, About Us

Anthropology Navigation: Program Requirements and Opportunities, Faculty, Courses, Information for Majors, Resources & Collections, Fieldwork, Departmental News & Links

Contact Us: Department of Anthropology, Bryn Mawr College, 101 N. Merion Avenue, Bryn Mawr, PA 19010, 610-526-5030

Program Requirements and Opportunities

The information listed below is a direct excerpt from the current Course Catalog.

Published annually, the Course Catalog sets out the requirements of the academic programs—the majors, minors, and concentrations. Each Bryn Mawr student must declare her major before the end of her sophomore year. Students may also declare a minor or a concentration, but neither is required for the A.B. degree. Students must comply with the requirements published in the Course Catalog at the time when they declare the major, minor and/or concentration.

The Course Catalog also sets out the College requirements. Students must comply with the College requirements published at the time they enter Bryn Mawr College.

For the entire current and archived copies of the Course Catalog, please visit:
<http://www.brynmawr.edu/catalog/>

Students may complete a major or a minor in Anthropology. Within the major, students may complete a concentration in ge archaeology.

Anthropology is a holistic study of the human condition in both the past and the present. The anthropological lens can bring into focus the social, cultural, biological and linguistic variations that characterize the diversity of humankind throughout time and space. The frontiers of anthropology can encompass many directions: the search for early human fossils in Africa, the excavations of prehistoric societies and ancient civilizations, the analysis of language use and other expressive forms of culture, or the examination of the significance of culture in the context of social life.

Major Requirements

Requirements for the major are ANTH 101, 102, 303, 398, 399, an ethnographic area course that

Step 1: Edit Course Catalog Description (Provost Office)

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

BMC_ACAD_PLAN

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID:

Academic Plan:

[Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First 1 of 1 Last

Academic Plan	Description
BIOLAB	Biology at Bryn Mawr

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.

After you edit, select after you have completed your edit.

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: 
2. Scroll to the bottom of the data entry screen. Select 
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

BMC_CATALOG_DESCR

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: begins with ▼ 🔍

Subject Area: begins with ▼ 🔍

Catalog Nbr: begins with ▼

Academic Career: = ▼ ▼

Description: begins with ▼

Course ID: begins with ▼ 🔍

Include History Correct History Case Sensitive

[Basic Search](#)

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.

The screenshot shows a web form titled "Course Catalog Description". The main text area contains the following text: "Analysis of the basic sociological methods, perspectives, and concepts used in the study of society, with emphasis on social structure, education, culture, the self, and power. Theoretical perspectives that focus on sources of stability, conflict, and change are emphasized throughout." Below the text area is a yellow "POST" button. To the right of the "POST" button, the text "OPRID ksulpizi" and "DateTime Stamp 05/30/13 2:47PM" is displayed. At the bottom of the form, there are several buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Update/Display", "Include History", and "Correct History".

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.)*

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