

Undergraduate Major Completion Map

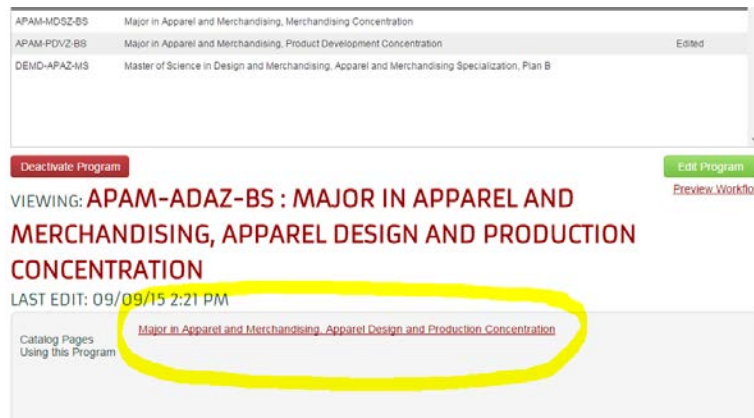
CSU Curriculum Management through CourseLeaf
Edit/Modify Instructions for MCM

LOGGING IN AND FINDING THE PROGRAM OF STUDY AND MAJOR MAP INFORMATION

1. Open up chrome web browser. Type in URL bar : next.catalog.colostate.edu.
2. Click on book and hat icon in upper left and log into the system.



3. Open new tab and type in URL bar : next.catalog.colostate.edu/programadmin and press enter
4. Search for program, once found, highlight program.
 - a. To get a copy of the MCM if creating new, click on the link in the “Catalog Pages Using this Program”. This will bring you to the Overview in the Published Catalog.



- b. Click on the Requirments Button.



- c. Click on the View Major Completion Map Link. Choose the College that the Program is in by clicking on the + next to the COLLEGE TITLE. Click on the link for the Major your are creating a MCM for. You can now choose to use the electronic version or print a copy for use in creating the MCM in CIM.
5. Click on the Edit Program button and a new window will open.

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Search, edit, add, and deactivate programs.
 Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.
 Quick Searches provides a list of predefined search categories to use.

Apparel and Merchandising - OR - Quick Searches...

Program Code	Title	Workflow	Status
APAM-ADAZ-BS	Major in Apparel and Merchandising, Apparel Design and Production Concentration		
APAM-MDSZ-BS	Major in Apparel and Merchandising, Merchandising Concentration		
APAM-PDVZ-BS	Major in Apparel and Merchandising, Product Development Concentration		Edited
DEMD-APAZ-MS	Master of Science in Design and Merchandising, Apparel and Merchandising Specialization, Plan B		

[Preview Workflow](#)

VIEWING: **APAM-ADAZ-BS : MAJOR IN APPAREL AND MERCHANDISING, APPAREL DESIGN AND PRODUCTION**

6. Scroll down to the Major Completion Map Edit tool to Create/Modify the MCM.

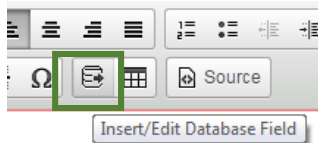
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CREATING/MODIFYING THE MCM

1. Enter/Edit the “Distinctive Requirements for Degree Program” at top of Major Completion Map editing tool first.
 - a. Type or Copy and Paste the text.
 - b. Add the “Distinctive Requirements for Degree Program” heading above the text by copying and pasting the header from the CIM MCM Cheat sheet document.
 - c. Delete all spaces and returns between the header and text. Place cursor between last letter of header and first letter of text and put in a “hard return” by pressing “Shift-Return” on your keyboard.
 - d. Delete all spaces and returns at the end of the text and put in a “hard return” by pressing “Shift- Return” on your keyboard.
2. Hyperlink courses in Text (see formatting policies below for proper course formatting)
 - a. Highlight subject code and course number.
 - b. Select the “Insert/Edit Database Field” button. Once properly hyperlinked, the course will have a heavy blue outline around it.



red for all students who desire to c
 successful passing of the Portfolio
 ments to submit a Portfolio, howev
 :5 students selected each Fall and
 d to enroll in [AM 143](#) [AM 241](#) |

3. To create the MCM table, Select the “Insert/Edit Formatted Table” button. To edit it, double click on the table section.

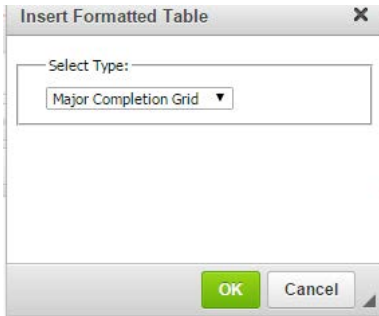


4. Select “Major Completion Grid” from the drop down

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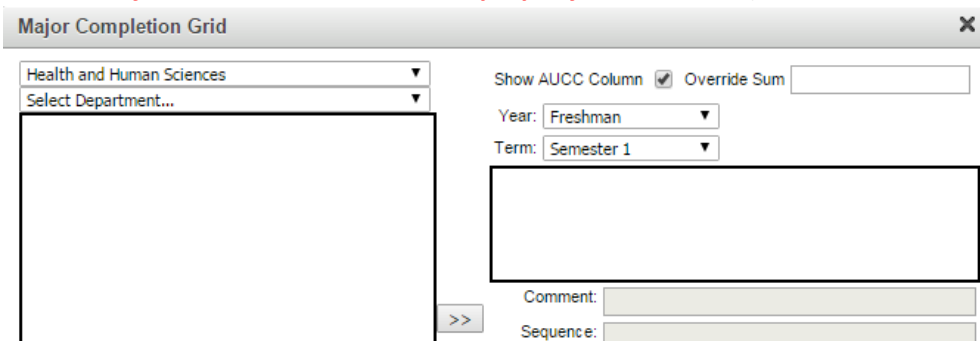
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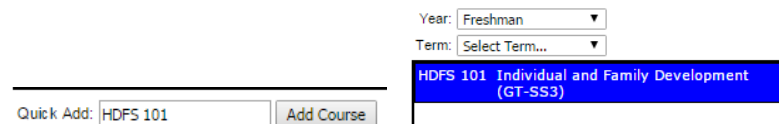
Building a Major Completion Map Grid

Enter the courses that make up the proposed program’s MCM

5. Put a check in Show AUCC Column box.
6. Work through the proposed program’s plan of study by year and term
7. Choose the **Year and Term** (*Please note that the year and term CAN NOT be modified. If you create a section with the incorrect year or term you will have to remove all courses and comments from that section and select proper year and term.*)



8. **Enter the courses that make up the plan of study for the chosen year and term.** Selected courses will appear in the content area below the year. To select courses (A. or B. may be used):
 - A.** Use the Quick Add field – Courses can be entered with their subject code (all capitals), a space, and then the course number.



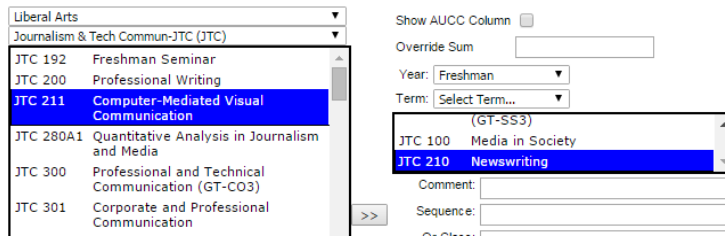
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OR B. Use the “Select College” drop down and subsequent “Select Department” drop down to select courses. You can either highlight to select and use the “>>” button, or double-click to move course into the grid.

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9. Courses can be removed from the plan of study content area for that year by selecting and using the “<<” button.

Adding “Or” Course Information (a selection)

Add Comment Entry – Select one course from the following:

Enter hours with comment entry.

Add all course options and choose indent to keep the credits for the specific course from showing and calculating

Adding Course Information and Other Requirements (Groups of courses, lists, etc.)

Make any necessary notations regarding the courses using the provided fields, or add requirements that are not individual courses.

10. **Add Comment Entry** – this will allow you to enter requirements that may not be individual courses. For example, a course that is Strongly Recommended in a prior semester may be a critical benchmark to be completed in a subsequent term. This comment field will need to be populated and the X denotes the critical benchmark. Courses added in a comment field may be hyperlinked to course data using by simply typing the course subject code in ALL CAPS and the number (HDFS 497). This field may also be useful if students must select one course from a list of courses. If you are adding a selection list, please refer to the Hours (see item 12.) and Indent (see item 16.) sections.

HDFS 350 must be completed by the end of Semester 7. X

11. **Override Sum** – Overrides the system’s automatic calculation of credit hours. This is useful if you have entered courses that have a range of credits (9-12), but the program total is to be listed as 120 credits.
12. **Comment** – Courses may have comments that will be listed in parentheses in the Major Completion Map grid. For example, to point students to another list of courses, such as for a concentration.

Early Childhood Concentration Course (See Department List on Concentration Requirements tab) 3

13. **“Or” Class** –The standard for these types of courses is to insert a Comment Entry: “Select one course from the following” or “Select one group from the following”. See the Comment Entry

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(see item 7.) and Indent (see item 15.) sections to utilize these tools.

STAT 201 General Statistics

Select one course from the following:

Comment:

Sequence:

Or Class: STAT 301

Hours: 3

Footnote:

- 14. Hours** – Selected courses will already have the University Curriculum Committee approved credit hours. You can use this field to designate the number of credits required for a Comment Entry.

Year: Sophomore

Term: Spring

Individualized Focus Area

Comment: Individualized Focus Area

Sequence:

Or Class:

Hours: 15

Footnote:

- 15. Footnote** – MCMs do not utilize footnotes

- 16. Indent checkbox** – allows you to identify those courses/requirements that should be indented (for example, courses that are in a list of potential credits. In the example below, the course list that begins with JTC 311 all are courses that are indented). This hides the credits so they are not listed or totaled. You will want to utilize the Hours field (see item 12.) in a Comment Entry line to indicate the number of credits needed to be selected from the list.

Select one course from the following to fulfill the Concept Course requirement:		3
JTC 311	History of Media	
JTC 316/ETST 316	Multiculturalism and the Media	
JTC 411	Media Ethics and Issues	4A,4B
JTC 412	International Mass Communication	
JTC 413	New Communication Technologies and Society	4A,4B
JTC 414	Media Effects	
JTC 415	Communications Law	4A,4B
JTC 418	Journalism, Peace, and War	
JTC 419	Food and Natural Resources Communication	
JTC 456/LB 456	Documentary Film as a Liberal Art	
JTC 471	Research for Public Communicators	
JTC 326	Online Writing and Journalism	3

- 17. Cross Reference field** – allows you to denote the same course that is offered with a different subject code (also known as Dual List). For example, JTC 456/LB 456. The cross reference course must be typed into the Cross reference field with the subject code (all capitals), a space, and then the course number.

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- 18. **Move Up and Move Down** – this will allow you to reorder the rows of the grid within a given year (freshman, sophomore, etc). Select a course in the content area, and use the “Move Up” and “Move Down” buttons to move it to your desired order. Most listings should be in alpha (A-Z) and numeric (100-999) order.
- 19. Courses that have been entered incorrectly or have not been approved, will appear as **** Course Not Found ****. If the course was entered incorrectly, remove the course from the content area and re-add the correct course. If the course has not been approved, it will populate once the course has been approved.

AUCC Course Information

- 20. **For the Category 1-3 AUCC requirements** (Arts and Humanities, Biological and Physical Sciences, Mathematics, etc.) – You must enter these requirements as a Comment Entry to accurately connect AUCC requirements to the correct page in the Catalog, copy and paste the Comment Entry Text below directly into the comment entry text field.

Which Requirement?	Put in Comment Entry Text	Hours field	AUCC(other) field
Mathematics	gened:mathematics:Mathematics	3	1B
Advanced Writing	gened:advanced-writing:Advanced Writing	3	2
Biological and Physical Sciences	gened:biological-physical-sciences:Biological and Physical Sciences	3-4	3A
Arts and Humanities	gened:arts-humanities:Arts and Humanities	3	3B
Social and Behavioral Sciences	gened:social-behavioral-sciences:Social and Behavioral Sciences	3	3C
Historical Perspectives	gened:historical-perspectives:Historical Perspectives	3	3D
Global and Cultural Awareness	gened:global-cultural-awareness:Global and Cultural Awareness	3	3E

Example:

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Add Comment Entry

Enter comment text:

Major Completion Grid ✕

Select College...

Quick Add:

Show AUCC Column Override Sum

Year:

Term:

gened:global-cultural-awareness:Global and Cultural Awareness

Comment:

Sequence:

Or Class:

Hours:

Footnote:

AUCC4A Critical

AUCC4B Recommended

AUCC4C Indent

AUCC(other):

Cross Reference:

Continue to next page...

21. Show AUCC Column

Major Completion Grid ✕

Select College...

Quick Add:

Show AUCC Column Override Sum

Year:

Term:

Comment:

Sequence:

Or Class:

Hours:

Footnote:

AUCC4A Critical

AUCC4B Recommended

AUCC4C Indent

AUCC(other):

Cross Reference:

– Checkmark this box (this will allow the AUCC courses in the MCM grid to include the details of which AUCC requirement is being met).

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Colorado State University

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22. AUCC 4* checkboxes – These checkboxes allow you to designate a selected course as meeting an AUCC 4A/B/C requirement.

JTC 411	Media Ethics and Issues	4A,4B
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23. AUCC (other) – These checkboxes allow you to designate an AUCC requirement that is not a designated course as meeting an AUCC 2 or 3A/B/C/D/E requirement. (see example above)

24. Save. Always Save Changes as you go. Browsers do time out and work may be lost.

25. Start Workflow when you are ready to send the proposal through the approval process.

Making Edits to the Selected Courses/Requirements

1. You can return to another year and term to add, reorder, or remove courses.
2. You can make updates (for example, adding a Comment, Footnote, Cross Reference, etc.) to an already added course by selecting the year and term it was entered, and choosing it from the course listing. Once it is highlighted in blue, any edits to the other fields will be applied to that course.
3. After completing the MCM for a given year and term, select a new year and term to finish the MCM grid. Click the green “OK” button to insert the completed grid in the MCM Requirements box. An example of a completed MCM is available at the end of this help document.
4. If further edits are required, you can double-click anywhere in the MCM grid to reopen the grid editor

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EXAMPLE OF MCM

This is a snapshot of completed entries in a Major Completion Map Grid:

Distinctive Requirements for Degree Program:

To prepare for first semester: The curriculum for the Environmental Health Science major assumes students enter college prepared to take calculus. Entering students who are not prepared to take calculus will need to fulfill pre-calculus requirements in the first semester. Those pre-calculus requirements are listed as benchmark courses in Freshman Semester 1 below. **LIFE 102** requires high school chemistry; **CHEM 111** requires Algebra II as a prerequisite (this prerequisite is met by taking Algebra II by test credit, transfer credit, or placement out of **MATH 117** and **MATH 118** on Math Placement Exam).

FRESHMAN					
SEMESTER 1		CRITICAL	RECOMMENDED	AUCC	CREDITS
CHEM 111	General Chemistry I (GT-SC2)	X		3A	4
CHEM 112	General Chemistry Lab I (GT-SC1)	X		3A	1
CO 150	College Composition (GT-CO2)			1A	3
LIFE 102	Attributes of Living Systems (GT-SC1)	X		3A	4
Electives					3
MATH 124, MATH 125, MATH 126 must be completed by the end of Semester 1, if necessary.		X			
Total Credits					15
SEMESTER 2					
CHEM 113	General Chemistry II	X			3
CHEM 114	General Chemistry Lab II	X			1
ERHS 220	Environmental Health		X		2
MATH 155	Calculus for Biological Scientists I (GT-MA1)	X		1B	4
Arts and Humanities					3B
Total Credits					13
SOPHOMORE					
SEMESTER 3					
BMS 300	Principles of Human Physiology				4
CHEM 341	Modern Organic Chemistry I	X			3
ERHS 230	Environmental Health Field Methods		X		3
PH 121	General Physics I (GT-SC1)		X	3A	5
ERHS 220 must be completed by end of Semester 3.		X			
Total Credits					15
SEMESTER 4					
CHEM 343	Modern Organic Chemistry II	X			3
CHEM 344	Modern Organic Chemistry Laboratory	X			2
PH 122	General Physics II		X	3A	5
STAT 307	Introduction to Biostatistics				3
Social and Behavioral Sciences					3C
BMS 300 and ERHS 230 must be completed by the end of Semester 4.		X			
Total Credits					16

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JUNIOR				
SEMESTER 5				
ERHS 320	Environmental Health - Water and Food Safety		4A	3
ERHS 350	Industrial Hygiene and Air			3
MIP 300	General Microbiology	X		3
MIP 302	General Microbiology Laboratory			2
Select one course from the following:				3
CO 300	Writing Arguments (GT-CO3)		2	
CO 301B	Writing in the Disciplines: Sciences (GT-CO3)		2	
PH 121 must be completed by the end of Semester 5.				X
Total Credits				14
SEMESTER 6				
BC 351	Principles of Biochemistry			4
ERHS 332	Principles of Epidemiology			3
ERHS 450	Introduction to Radiation Biology			3
ERHS 479	Environmental Health Practice	X	4C	1
Arts and Humanities			3B	3
BMS 300, PH 122, and STAT 307 must be completed by the end of Semester 6.				X
Total Credits				14
SENIOR				
SEMESTER 7				
ERHS 446	Environmental Toxicology	X		3
Program Electives (See Department List)				5
Historical Perspectives			3D	3
Electives				6
Total Credits				17
SEMESTER 8				
ERHS 410	Environmental Health and Waste Management	X	4B	3
ERHS 487	Internship-Environmental Health	X	4C	4-7
Global and Cultural Awareness		X	3E	3
Electives		X		6
The benchmark courses for Semester 8 are the remaining courses in the entire program of study.				X
Total Credits				16
Program Total Credits:				120