

How to create a catalog description

Step 1: Click on the “Catalog Descriptions” link under the “Build” header.

The screenshot shows the Modesto Junior College CURRICUNET homepage. The header includes the college name and the CURRICUNET logo. Below the header, there is a navigation menu with 'Build' expanded. A blue arrow points to the 'Catalog Descriptions' link. Other menu items include 'Personal Info', 'Notification', 'Articulation', 'Courses', 'Programs', 'Program Review', 'Outcomes Assessment', 'My Proposals', 'My Approvals', and 'All Proposals'. A 'Recent News' section is visible on the right side of the page.

Step 2: Choose the appropriate department from the dropdown menu.

The screenshot shows the 'Catalog Descriptions' page. The 'Department' dropdown menu is open, and 'SOCSC' is selected. A blue arrow points to the dropdown menu. The page displays the message: 'You have no catalog descriptions to edit.' The 'Catalog Descriptions' menu is also visible, showing options like 'Create New Catalog Description', 'Description Modification', and 'Description Inactivation'.

Step 3: Click on “Create New Catalog Description” link and enter information.

The screenshot shows the 'Create New Catalog Description' form. The 'Program Title' is 'Elementary Teacher Education f', 'Primary Department' is 'Social Science', and 'Effective Catalog Year' is '2013-2014'. The 'Catalog Description' field contains the text: 'Teacher Education for Transfer degree includes lower division coursework that is required for transfer and provides a broad overview of the fields in natural science, social sciences, humanities, composition, mathematics and critical thinking in order to prepare the future teacher for standards-based curriculum required in public schools. Students completing this degree are'. A blue arrow points to the 'Create New Catalog Description' link in the left sidebar. The 'Legend' section on the right includes 'Spell Check', 'Help', 'Edit', 'Delete', 'Submit', and 'Indicates Required Field'. There is a 'More' button at the bottom right of the legend.

Step 4: Hit Save and the submit button will appear.

The screenshot shows the CurricUNET web application in a Mozilla Firefox browser. The page title is 'CurricUNET - MJC - Mozilla Firefox'. The browser address bar shows the URL: www.curricUNET.com/mjc/build/cat_desc/e_cat_desc/catalog_description.cfm?process_id=238&process_versions_id=298&ordered_se. The page header includes 'CURRICUNET CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC'. The main content area is titled 'Catalog Description' and displays the following information:

- Program Title:** Elementary Teacher Education for Transfer
- Primary Department:** Social Science
- Catalog Description:** The Associate of Arts in Elementary Teacher Education for Transfer degree includes lower division coursework that is required for transfer and provides a broad overview of the fields in natural science, social sciences, humanities, composition, mathematics and critical thinking in order to prepare the future teacher for standards-based curriculum required in public schools.
- Effective Catalog Year:** 2013-2014

On the right side, there is a 'Legend' box with options: Spell Check, Help, Edit, Delete, Submit, and Indicates Required Field. Below the legend is a 'Help' box stating: 'There is currently no help available for this page.' with 'Edit' and 'More' buttons. At the bottom right, there is an 'Unlock' button. The left sidebar contains navigation links for 'CurricUNET Home', 'Build', 'Programs', 'Catalog Descriptions', and 'Links'.

Once you submit, the catalog description will display in the catalog descriptions for that department.

The screenshot shows the CurricUNET web application in a Mozilla Firefox browser. The page title is 'CurricUNET - MJC - Mozilla Firefox'. The browser address bar shows the URL: www.curricUNET.com/mjc/build/cat_desc/e_cat_desc/catalog_description.cfm?process_id=238&process_versions_id=298&ordered_se. The page header includes 'MODERSTO JUNIOR COLLEGE CURRICUNET CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC'. The main content area is titled 'Catalog Descriptions' and displays the following information:

- Program Title:** Elementary Teacher Education for Transfer
- Primary Dept:** Social Science
- Status:** New
- Catalog Year:** 2013-2014

At the bottom right, there is a 'Reports' button. The left sidebar contains navigation links for 'CurricUNET Home', 'Build', 'Catalog Description', 'Department', and 'Catalog Descriptions'.