PeopleSoft Catalog Review of Degree Search Program Content

Table of Contents

Finding your programs

Editing programs

Fields to be reviewed

Moving a program status

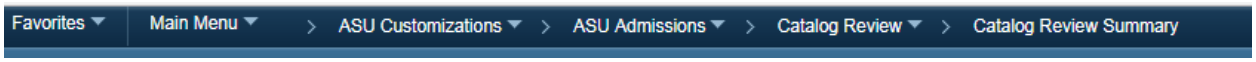
Comparing prior revisions

Advanced search options

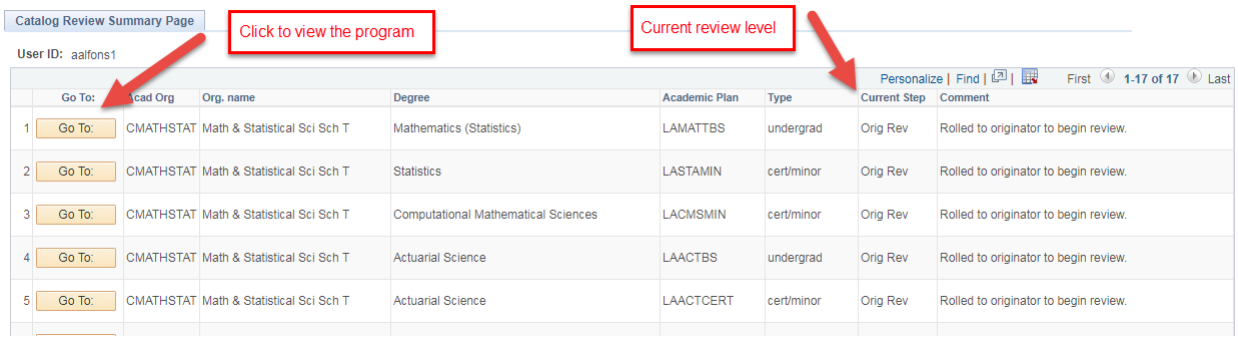
Finding your programs

To review your content in the PeopleSoft review environment:

1. Log into *PeopleSoft CS* from My ASU
2. From the homepage, select ASU Customizations → ASU Admissions → Catalog Review → Catalog Review Summary



3. On your catalog review summary page, you will find all of the programs belonging to your org.



4. The current step will tell you where the program is in the process. Click on *Go To* to view the program and make edits.

   Note: You can sort you programs by any of the headers by clicking on it.

   Note: You can search for a program on this page by clicking **Ctrl + F**. Do not use the search bar on top of the page.

5. "Go To" takes you to *Catalog Review Update*, which is initially read-only.

   Catalog Review Workflow --- This tab allows you to see any **comments** made by prior reviewers and **move the program** forward or back in the workflow.

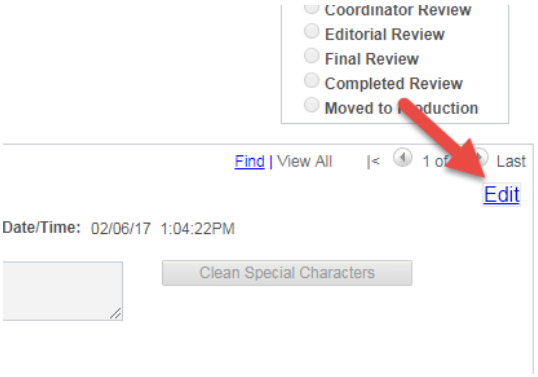
   Catalog Review Compare --- This tab allows you to **see changes** that have been made by prior reviewers.

   Catalog Review Update --- This tab allows you to **edit** all program information.

   Catalog Review View --- This tab allows you to **see** all program information.

Editing programs

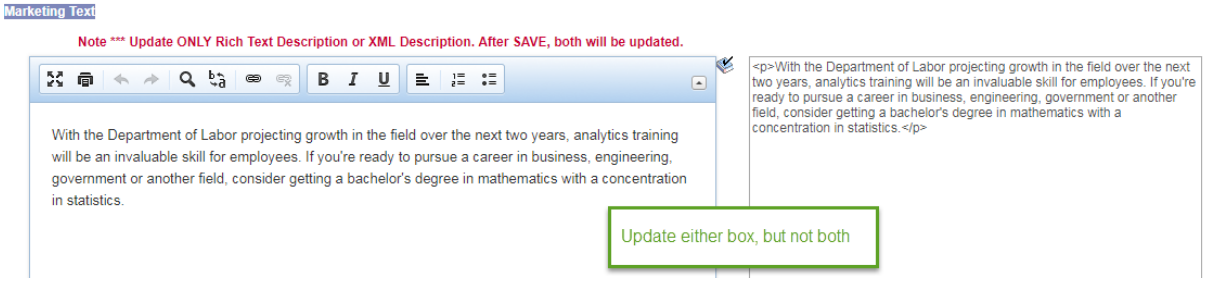
1. On the *Catalog Review Update* page, which is initially read-only, click **Edit** to make updates.



2. Contact Info and Program Details fields are text boxes where you can enter the information.

   Note: In order for phone numbers to show correctly in Degree Search, they must be entered as follows: xxx/xxx-xxxx.

3. Beginning with the marketing text, there are two boxes for each field – one rich text box and one HTML box. You only need to update one of the pair. If you update both, only one will save.

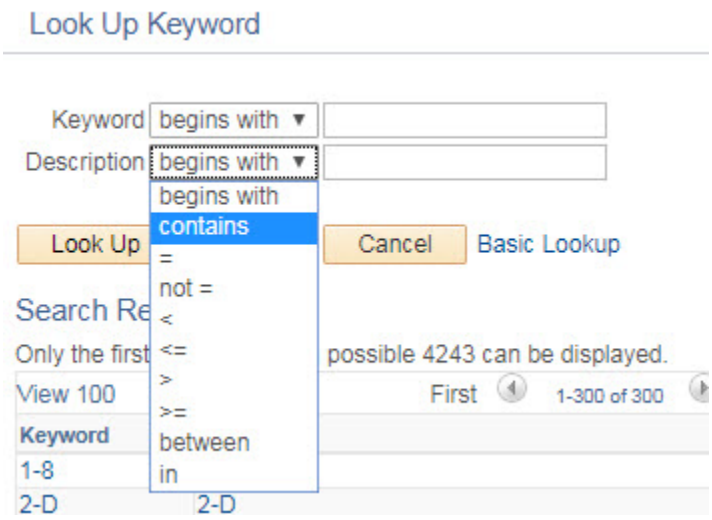


4. **Save** your changes at the end of the text boxes section as the large text directs, and then click **Edit** again to make changes in the fields that appear below the text box sections, i.e. keywords, ONET codes and graduate admission deadlines.
5. Keywords – updating keywords follows PeopleSoft logic. Select the minus sign to delete a keyword, select the plus button to add one. Click the magnifying glass to search for one.

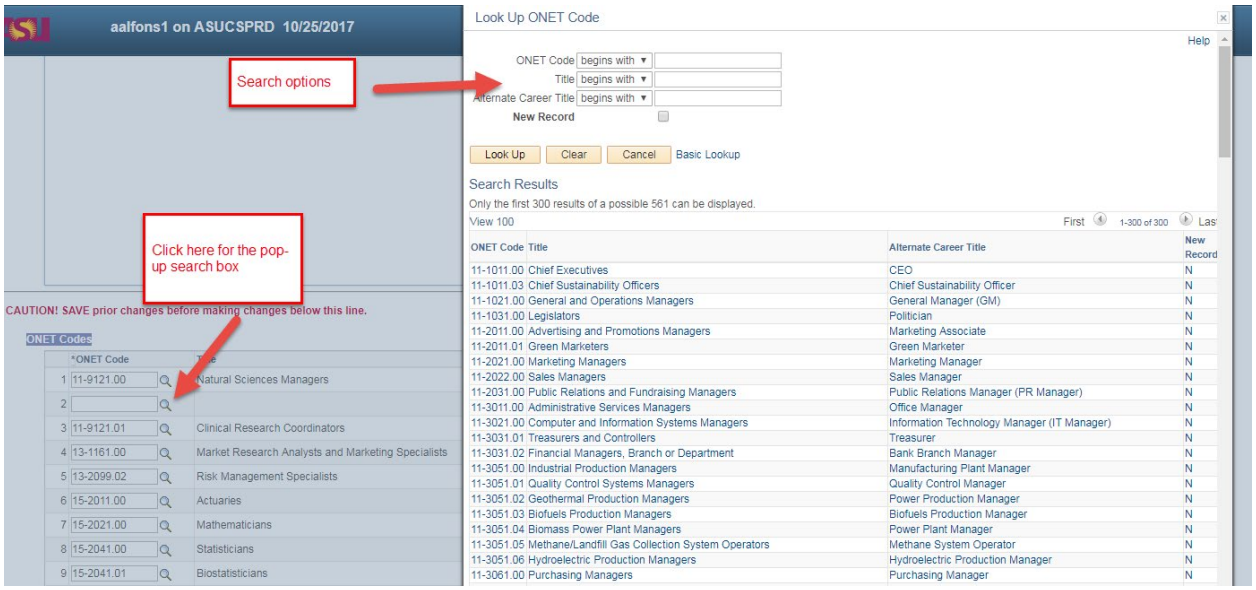
   Note: Number Guidelines – 10 keywords (minors and certificates); 15 keywords (degree-granting programs)

   Note: Searching for a keyword – after clicking the magnifying glass, use the Description box. Change the dropdown to *contains*, then type the word you are looking for. Click the desired

keyword to add it to the list. If the keyword does not exist, leave a note in the comment box on the **Catalog Review Workflow tab**, and Provost office staff will enter it.



6. ONET codes – updating ONET codes also follows PeopleSoft logic. Select the minus sign to delete an ONET code, select the plus button to add one. Click the magnifying glass to search for one; you can search by the code, the official ONET title or the alternate career title.



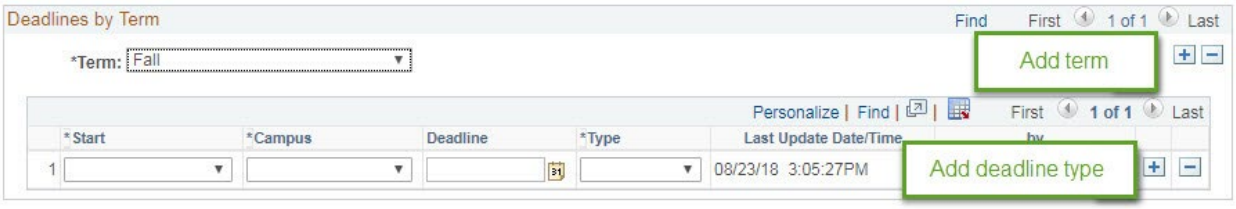
Note: Number Guidelines – 10 maximum. The goal is to focus the career possibilities so as not to overwhelm students. This also gives all programs an even playing field in the me3 game.

7. Deadlines by Term - This field shows application deadlines by term. Please review for accuracy. While the system does ask for a year to the deadlines, only the month and date show in Degree Search.

   Note: The Graduate College does not maintain or monitor this field. This field is completely up to you, the reviewer.

   If you wish to add another term (spring or summer), click the plus sign in the top part of the box.

   If you wish to add another type of deadline (rolling, priority or final) to your initial entry, click the plus sign in the middle part of the box.



8. Click **Save** at the bottom.

Fields to be reviewed

All programs:

- Unit email
- ASU office location
- Unit phone number
- Program website address
- Video URL
- Marketing text
- Program description
- Career opportunities
- Standard Professional Licensure Disclaimer – read only
- Additional Professional Licensure Disclaimer
- PLuS alliance
- Global experience
- Keywords
- ONET codes

Undergraduate programs only:

- Program fee
- Language requirement
- First math requirement course ID
- Math intensity
- First math additional info
- Accelerated programs – read only
- Change of major requirements

Undergraduate minors and certificates only:

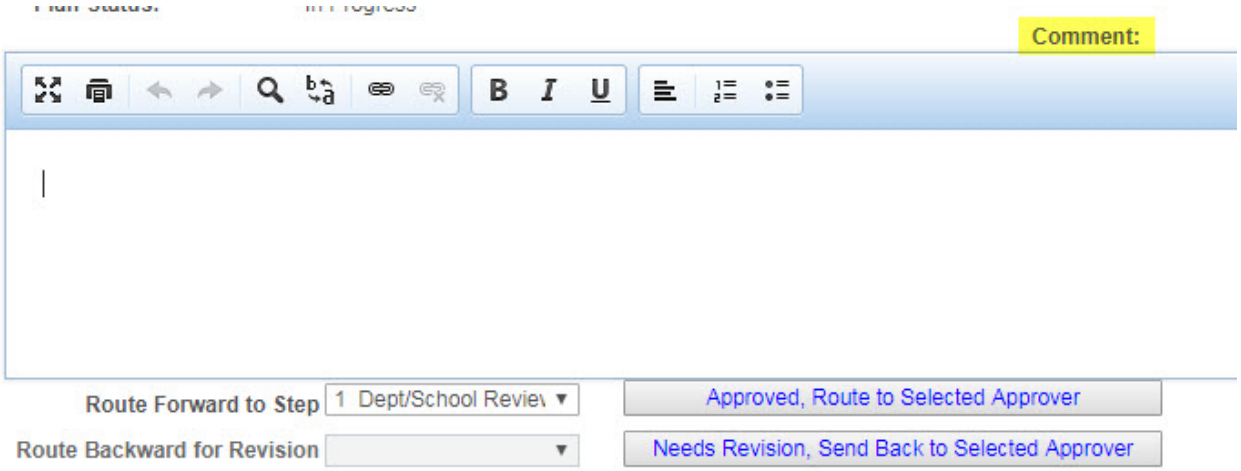
- Enrollment requirements

Graduate programs and certificates only:

- Admission Deadline URL
- Accelerated programs – read only
- Concurrent programs – read only
- Graduate Academic Advising Requirement (GAAR) – read only
- Degree requirements
- Admission requirements
- Global degrees
- Deadlines by term

Moving a program status

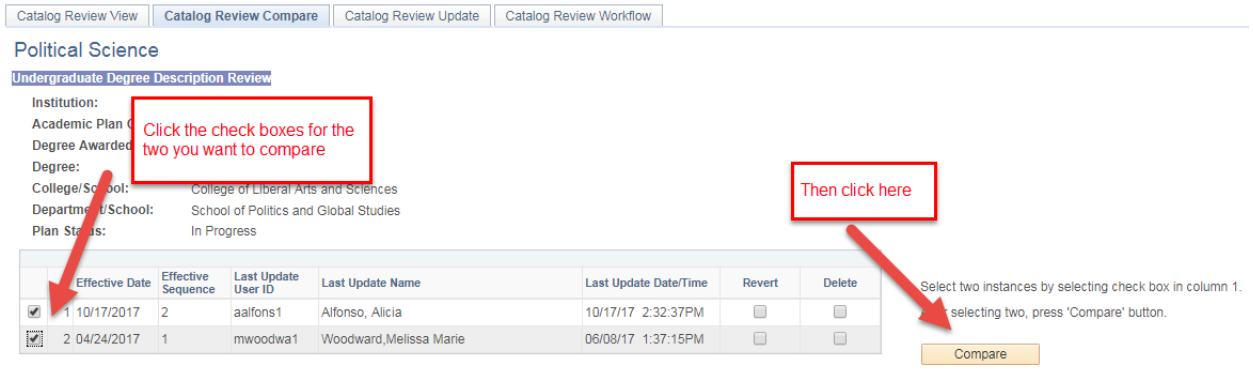
1. Click on the *Catalog Review Workflow* tab.
2. Enter any comments in the *Comment* box.
3. The next level forward is automatically populated underneath. Click **Approved, Route to Selected Approver** to move program forward.



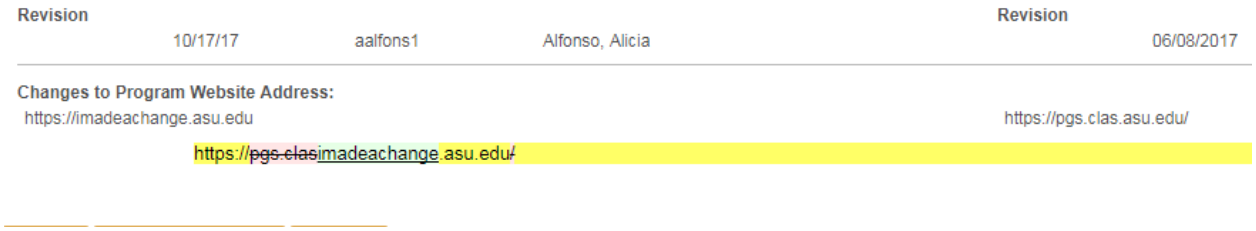
4. If you wish to move the program back, select which level to return it to via the *Route Backward for Revision* drop-down, then click **Needs Revision, Send Back to Selected Approver**.

Comparing prior revisions

1. On the *Catalog Review Compare* tab, select which two revisions you would like to compare, and click **Compare**.

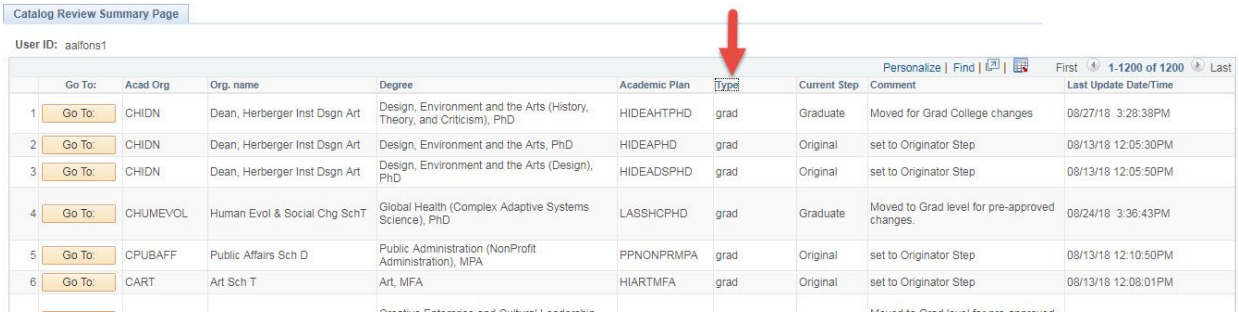


2. The most recent revision will be on the left; the older version will be on the right. Only fields that changed will be shown, and the changes will be highlighted below each set of fields (green = addition; red = deletion).

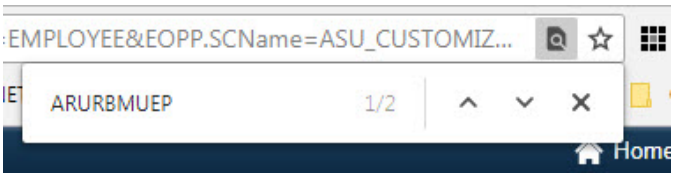


Advanced search options

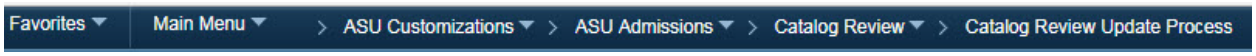
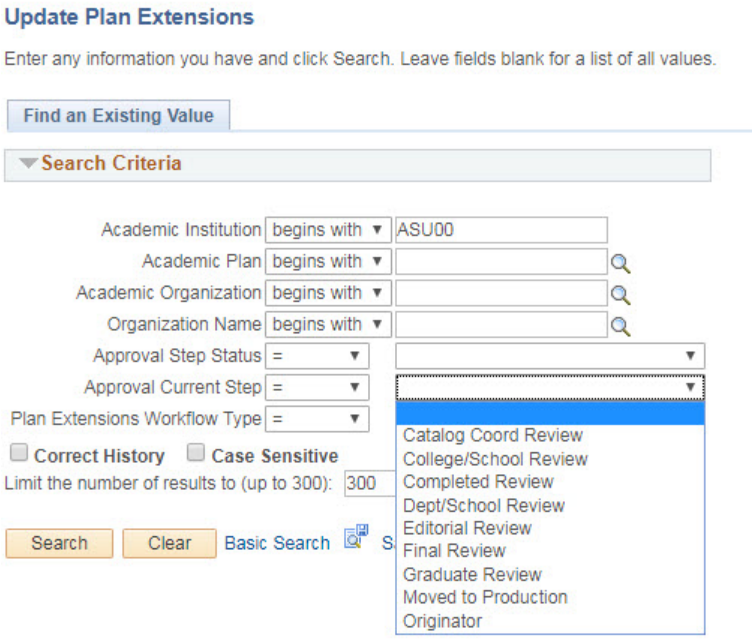
In addition to being able to sort by each of the headers on the *Catalog Review Summary* page (1), you can also click **Ctrl + F** to search for a program in the *Catalog Review Summary* page (2).

1. 

	Go To:	Acad Org	Org. name	Degree	Academic Plan	Type	Current Step	Comment	Last Update Date/Time
1	Go To:	CHIDN	Dean, Herberger Inst Dsgn Art	Design, Environment and the Arts (History, Theory, and Criticism), PhD	HIDEAHTPHD	grad	Graduate	Moved for Grad College changes	08/27/18 3:28:38PM
2	Go To:	CHIDN	Dean, Herberger Inst Dsgn Art	Design, Environment and the Arts, PhD	HIDEAPHD	grad	Original	set to Originator Step	08/13/18 12:05:30PM
3	Go To:	CHIDN	Dean, Herberger Inst Dsgn Art	Design, Environment and the Arts (Design), PhD	HIDEADSPHD	grad	Original	set to Originator Step	08/13/18 12:05:50PM
4	Go To:	CHUMEVOL	Human Evol & Social Chg SchT	Global Health (Complex Adaptive Systems Science), PhD	LASSHCPHD	grad	Graduate	Moved to Grad level for pre-approved changes.	08/24/18 3:36:43PM
5	Go To:	CPUBAFF	Public Affairs Sch D	Public Administration (NonProfit Administration), MPA	PPNONPRMPA	grad	Original	set to Originator Step	08/13/18 12:10:50PM
6	Go To:	CART	Art Sch T	Art, MFA	HIARTMFA	grad	Original	set to Originator Step	08/13/18 12:08:01PM

2. 

If you wish to narrow down which programs you see, you can use *Catalog Review Advanced Search*.



If you want to see ***only*** programs of yours that are at the Department/School review level, or just your minors and certificates, this would be a good place to view them.