

PeopleSoft Catalog Review of Degree Search Program Content

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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.

Catalog Review Summary Page

User ID: aaifons1

	Go To:	Acad Org	Org. name	Degree	Academic Plan	Type	Current Step	Comment
1	Go To:	CMATHSTAT	Math & Statistical Sci Sch T	Mathematics (Statistics)	LAMATTBS	undergrad	Orig Rev	Rolled to originator to begin review.
2	Go To:	CMATHSTAT	Math & Statistical Sci Sch T	Statistics	LASTAMIN	cert/minor	Orig Rev	Rolled to originator to begin review.
3	Go To:	CMATHSTAT	Math & Statistical Sci Sch T	Computational Mathematical Sciences	LACMSMIN	cert/minor	Orig Rev	Rolled to originator to begin review.
4	Go To:	CMATHSTAT	Math & Statistical Sci Sch T	Actuarial Science	LAACTBS	undergrad	Orig Rev	Rolled to originator to begin review.
5	Go To:	CMATHSTAT	Math & Statistical Sci Sch T	Actuarial Science	LAACTCERT	cert/minor	Orig Rev	Rolled to originator to begin review.

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 your 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.

The screenshot shows a dropdown menu with the following options: Coordinator Review, Editorial Review, Final Review, Completed Review, and Moved to Production. Below the menu is a navigation bar with 'Find | View All' and a page indicator '1 of 1'. A red arrow points from the 'Edit' link in the bottom right corner of the page to the 'Completed Review' option in the dropdown menu.

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.

The screenshot shows the 'Marketing Text' section. A red note at the top states: 'Note *** Update ONLY Rich Text Description or XML Description. After SAVE, both will be updated.' Below the note are two text boxes. The left box contains rich text, and the right box contains HTML code. A green box with the text 'Update either box, but not both' is overlaid on the right box.

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.

The screenshot shows the 'Keywords' section. It features a table with columns for 'Keyword' and 'Description'. The table contains four rows of keywords: GLOBALHEAL, HEALTH, INTHEALTH, and PUBHLT. To the right of the table are buttons for '+', '-', and a magnifying glass icon. A green box with the text 'search' is overlaid on the magnifying glass icon. Another green box with the text 'delete' is overlaid on the '-' button. A third green box with the text 'add' is overlaid on the '+' button.

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.

Look Up Keyword

Keyword
begins with
Description
begins with

Look Up
Search Results
Only the first 100 results of a possible 4243 can be displayed.
View 100
Keyword
1-8
2-D

=
not =
<
<=
>
>=
between
in

Cancel
Basic Lookup

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.

aalfons1 on ASUCSPRD 10/25/2017

Search options

Click here for the pop-up search box

Look Up ONET Code

ONET Code
begins with
Title
begins with
Alternate Career Title
begins with

New Record

Look Up
Clear
Cancel
Basic Lookup

Search Results
Only the first 300 results of a possible 561 can be displayed.
View 100
First
1-300 of 300
Last

ONET Code	Title	Alternate Career Title	New Record
11-1011.00	Chief Executives	CEO	N
11-1011.03	Chief Sustainability Officers	Chief Sustainability Officer	N
11-1021.00	General and Operations Managers	General Manager (GM)	N
11-1031.00	Legislators	Politician	N
11-2011.00	Advertising and Promotions Managers	Marketing Associate	N
11-2011.01	Green Marketers	Green Marketer	N
11-2021.00	Marketing Managers	Marketing Manager	N
11-2022.00	Sales Managers	Sales Manager	N
11-2031.00	Public Relations and Fundraising Managers	Public Relations Manager (PR Manager)	N
11-3011.00	Administrative Services Managers	Office Manager	N
11-3021.00	Computer and Information Systems Managers	Information Technology Manager (IT Manager)	N
11-3031.01	Treasurers and Controllers	Treasurer	N
11-3031.02	Financial Managers, Branch or Department	Bank Branch Manager	N
11-3051.00	Industrial Production Managers	Manufacturing Plant Manager	N
11-3051.01	Quality Control Systems Managers	Quality Control Manager	N
11-3051.02	Geothermal Production Managers	Power Production Manager	N
11-3051.03	Biofuels Production Managers	Biofuels Production Manager	N
11-3051.04	Biomass Power Plant Managers	Power Plant Manager	N
11-3051.05	Methane/Landfill Gas Collection System Operators	Methane System Operator	N
11-3051.06	Hydroelectric Production Managers	Hydroelectric Production Manager	N
11-3061.00	Purchasing Managers	Purchasing Manager	N

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.

- 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.

Deadlines by Term

*Term:

Add term

*Start	*Campus	Deadline	*Type	Last Update Date/Time
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	08/23/18 3:05:27PM

Add deadline type

- 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.

Program Status: Program Progress

Comment:



Route Forward to Step 1 Dept/School Review ▼ Approved, Route to Selected Approver

Route Backward for Revision ▼ Needs Revision, Send Back to Selected Approver

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**.

Catalog Review View | **Catalog Review Compare** | Catalog Review Update | Catalog Review Workflow

Political Science

Undergraduate Degree Description Review

Institution:
Academic Plan:
Degree Awarded:
Degree:
College/School: College of Liberal Arts and Sciences
Department/School: School of Politics and Global Studies
Plan Status: In Progress

Click the check boxes for the two you want to compare

	Effective Date	Effective Sequence	Last Update User ID	Last Update Name	Last Update Date/Time	Revert	Delete
<input checked="" type="checkbox"/>	10/17/2017	2	aalfons1	Alfonso, Alicia	10/17/17 2:32:37PM	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2 04/24/2017	1	mwoodwa1	Woodward, Melissa Marie	06/08/17 1:37:15PM	<input type="checkbox"/>	<input type="checkbox"/>

Then click here

Select two instances by selecting check box in column 1. selecting two, press 'Compare' button.

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).

Revision	10/17/17	aalfons1	Alfonso, Alicia	Revision	06/08/2017
Changes to Program Website Address:					
https://imadeachange.asu.edu			https://pgs.clas.asu.edu/		
https://pgs.clas.imadeachange.asu.edu/					

Advanced search options

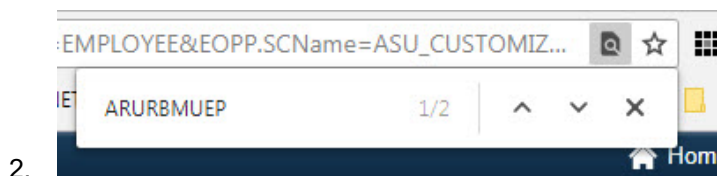
In addition to being able to sort by each of the headers on the *Catalog Review Summary* page (1), you can also click **Ctrl + F** to search for a program in the *Catalog Review Summary* page (2).

1.

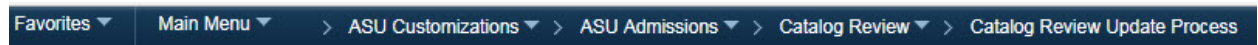
Catalog Review Summary Page

User ID: aalfons1

	Go To:	Acad Org	Org. name	Degree	Academic Plan	Type	Current Step	Comment	Last Update DateTime
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



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.

Update Plan Extensions

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 ASU00

Academic Plan begins with

Academic Organization begins with

Organization Name begins with

Approval Step Status =

Approval Current Step =

Plan Extensions Workflow Type =

☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search

Catalog Coord Review
College/School Review
Completed Review
Dept/School Review
Editorial Review
Final Review
Graduate Review
Moved to Production
Originator