Boston College Web and Print Catalog

Included in the Boston College Catalog are the official university disclosures listed below which are required to comply with regulations from the government, accrediting agencies, and financial aid auditors.

• Academic regulations and resources
• Confidentiality of student records
• Current course descriptions for all schools and colleges, except the Boston College Law School
• Degree programs for all majors, minors, and concentrations
• Financial aid policies and procedures
• Notice of Information Disclosures
• Notice of Non-Discrimination
• Refund schedules
• School and department faculty by rank
• Tuition and fees
• University’s mission statement
• Withdrawal dates

Program Description Changes for Majors, Minors, and Concentrations
The Communications team in Student Services works with the University’s academic and administrative units to gather and organize new and revised program descriptions and front and back matter changes, including updates to the faculty and academic administration listings, for the new catalog.

Revisions are made to files which are uploaded to the Student Services’ website and downloaded for the undergraduate print catalog. To review or submit new or revised information for your department’s program description follow the steps listed below.

• Check your current program description in the print or online catalog (http://www.bc.edu/publications/ucatalog/). If the information needs to be updated, send an email with your change(s) to catalog@bc.edu. We will accept changes throughout the year, but we send out the catalog material for updating the print catalog around mid-November with a deadline of February 1 for all changes.
• Send any requests for new course numbers and titles to the Assistant Director, Student Services Communications. Once they are added to the master name file, you will need to create the courses on the master schedule for the fall and/or spring semesters.
• Don’t assign or update a course title or alternative ID (cross listing) on the MC 10 transaction. Send it to the Assistant Director, Student Services Communications to ensure that it is properly updated on the master name file. Make sure that all cross listings are complete on UIS and on the course database. Cross listed courses must have the same title.
• Review your course and section listing at http://www.bc.edu/content/bc/offices/stserv/academic/univcat.html.
You will need to update or add course descriptions for the next year’s catalog by February 1. Only active courses, that is, courses scheduled for the upcoming academic year will be printed in the undergraduate catalog. You must use the course database to update all your course and/or section descriptions, including graduate courses.

You may update course/section descriptions at any time, but be sure accurate course descriptions are available for drop/add in August and January, for registration in November and March, and for the freshman summer orientation and registration sessions in June, July, and August.

Access to the course database is limited to those with responsibilities for maintaining the department’s scheduling and catalog information on a consistent basis.

Click the “Course Description Maintenance” under MyServices in your Agora Portal account to link to the course database. Contact the Assistant Director, Student Services Communication if you can’t access the course database.

Accessing courses and sections:
- The “Course Lookup” page opens up after you select Course Description Maintenance.
- Use the pull down to access your department.
- Review your department’s course listing by selecting “No” at “Only Active” for all your courses (print and web flags set for either Y or N or both) or “Yes” to see active courses only (either print and/or web flags set for Y). Then click on “Get Courses.” The appropriate “Course List” will display.
- Pull down your department’s code and type in a course number to see a specific course.
- Scroll down the “Course” page to view all or active only “Sections” for that course.
- New courses and sections will migrate from UIS after they have been scheduled. They will be available on the course database on the following afternoon.

Adding or updating course or section descriptions:
- Click on the “Course #” field to view the listings in ascending or descending numerical order.
- Click on “Title” to view an alphabetical list of your course titles.
- Click the “Edit” button for the course you would like to change.
- On the “Course” page, you may update any of the fields in the white boxes. Fields listed in red are not editable. The non-editable fields have migrated over from UIS and cannot be altered. On the “Sections” page, the non-editable fields have migrated over from UIS and/or from the “Course” update page and cannot be altered except by changing UIS or the Course information.
- You may update all the available course fields from the “Show All” link on the “Course” page or click on a field listed on the selection bar above the “Course” data.
- Section descriptions are available from the “Sections” link at the end of the “Course” page or from “Sections,” listed on the selection bar listed above the course data.
- Courses and section updates can be previewed by scrolling down to the bottom of the “Course” or “Section” pages or by clicking “Preview” on the selection bar.
New or revised course descriptions will appear on the Student Services’ website about ten minutes after they have been updated on the course database. If you don’t create a course section on UIS, even if your course is flagged “Y” on the course database, it will not appear on the web. Courses must have an assigned level (non-editable) which comes over from UIS.

Set the web and print flags to “Y” for all courses that will be offered in the upcoming academic year. Update the “Next Offered” field with the fall and spring semester designation from UIS (e.g., 2013F or 2013S). Course flags set for “Y” for web and print will appear on the web and/or in print. If you set either flag for a course that has not been scheduled on UIS, then it will not appear on the web and won’t be downloaded for the print catalog.

Select “No” at “Only Active” for courses that you wish to reactivate. Set the web and print flags to “Y” and update the “Next Offered” field with the fall and/or spring semester designation from UIS (e.g., 2013F or 2013S).

Select “Yes” at “Only Active” for current courses that you won’t be offering in the upcoming academic year. Set the print flag to “N.” If you still want the course to appear on the web, set the web flag to “Y.” You cannot delete a course description. If a course should not appear in either place, set both flags to “N.”

Creating or Revising Section Descriptions for the Student Services Website

- Section descriptions are limited to those courses with a number of section topics, e.g., the Literature Core requirement sequence (EN 080-084) or for descriptions that are longer than 100 words.
- Do not add the description in “Section” only since it will not download for the print catalog. Do not use “Section” if the instructor simply needs to shorten a course description because it doesn’t fit in “Course.” Note well that even if a section is flagged “Y” for print and web it will not be downloaded for the print catalog.

Editorial Guidelines

Course Title: Since the title that migrates over from UIS to the course database is abbreviated, you may want to revise it on the course database. For example, you can change MF 605 Msf Sem:Role of Investment Mgmt Firms/Fin Markets to MF 605 M.S. in Finance Seminar: Role of Investment Management Firms and Financial Markets.

Semester: Use the pull down menu to select the appropriate semester.

Credits: Use the pull down menu to select the number of credits.

Next Offered: Add or change the “Next Offered” field to 2013F or 2013S.

Frequency: Use the pull down menu to select “Frequency.” Most courses are offered annually.

Level: The course level comes over from UIS.

Cross Listed: Make sure that all the cross listings have been created on UIS and are included in the “Cross listed” field in the course description.
Don’t add the words “Cross listed,” Prerequisite,” or “Corequisite” in those fields. They have already been hard coded into the course description. Leave one space between the department abbreviation and the course number. For example, MJ021 should be MJ 021.

**Flags:** Set the print/web flags to “Y” if the course is going to be offered in 2012-2013 and you want it to appear on the web and in the print catalog. Set the print/web flag to “N” if the course is not going to be offered and should not appear in print or on the web.

**Course Description:** Request the faculty member shorten a course description that is more than one hundred words. Do not include course requirements or grading policies in the course description. Those should be listed on the instructor’s eSyllabus.

• Use the *Chicago Manual of Style* as your reference for determining if a book, film, or poem title should be in italics or in quotation marks. Do not underline book titles. Avoid using quotation marks, bold, or italics for emphasis or irony.

For further information, access Student Services’ Catalog Style Guide [http://www.bc.edu/content/dam/files/offices/stserv/catalog/Catalog_Style_Guide.pdf](http://www.bc.edu/content/dam/files/offices/stserv/catalog/Catalog_Style_Guide.pdf) or The Office of Marketing Communications’ guide at [http://www.bc.edu/content/bc/offices/omc/resources/style-guide.html](http://www.bc.edu/content/bc/offices/omc/resources/style-guide.html)

• Do not use bold, italics, or upper case for long sections of text.

• Use the common html tags listed below:
  To start a new paragraph use the `<p> </p>` tags.
  `<p>This is the first paragraph. </p>`
  `<p>This is the second paragraph. </p>`
  To put words or titles in italics use the `<i> tags</i>` or `<b> tags </b>` to put words in bold.
  `<i>The Red and the Black</i> and `<i>The Charterhouse of Parma;</i>` Hugo's
  `<i>Les Misérables</i>` and `<i>The Last Day of a Condemned Man;</i>`
  Malraux's `<i>Man's Fate;</i>` Camus' `<i>The Stranger.</i>`
  To force a line break use the `<br>` tag.
  Conducted in Italian. `<br>`
  Admitted by placement test, consent of instructor, or completion of RL 003.

Review all your course descriptions for spelling errors, missing words, or extra spaces at the end of sentences. When you paste in descriptions from Microsoft word documents, be sure to change curly quotes and apostrophes to straight quotes; otherwise, you will see something on the web that looks like this “¿cultural contact¿.”

**Comment:** Use the “Comment” field to include additional course information, e.g., “Fulfills the pre-1900 requirement,” “Fulfills Foreign Language Proficiency Requirement,” “Counts toward German major and minor,” or “Major elective.”
Place “Department Permission” or “Instructor’s Permission” in the Prerequisite” or “Corequisite” fields and not in the “Comment” field. Be consistent with the information in the “Comment” field. The same comment should appear in the same sequence with the punctuation, e.g., “All readings in English translation.” “Fulfills the pre-1700 requirement.”

**Requirements:** Use the pull down on the Requirements sections to add a Core, major, or minor requirement. To add a new requirement, contact the Assistant Director, Student Services Communications.