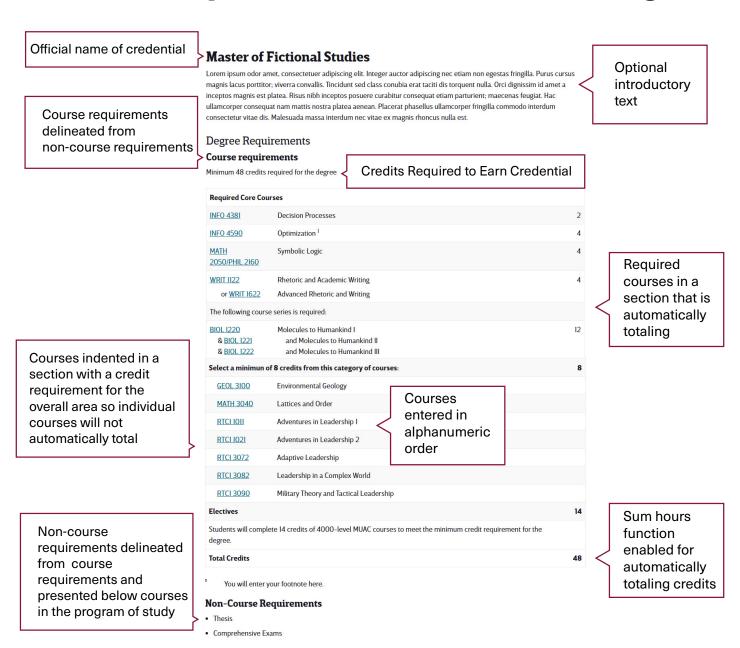
Program of Study Formating

Tips for Good Formatting

- Always keep the 'Sum Hours' checkbox in the Course List tool checked so credits total correctly.
- Enter only valid course numbers. Courses which have been proposed are available within the course inventory while awaiting approval.
- Check the 'Indent' box in the Course List tool for any list of electives to keep the individual courses from counting in the total. Credits should be entered in the comment preceding the list.
- Manually correct credits for courses entered as a sequence or courses with variable credits

Example of Correct Formating



Things to Avoid When Entering Program Information

The CourseLeaf software is designed to help you avoid errors and flags incorrect information and errors.

- Unchecking the 'Sum Hours' checkbox in the Course List tool will prevent CourseLeaf from flagging errors in your credit total. If you run into problems getting your program to total correctly, please contact the Registrar's Office for assistance.
- Do not enter topics courses unless you wish for all topics courses to fulfill requirements.
- Do not enter invalid courses. These courses will show up as an error after publication.
- Do not enter anything other than a number in the hours field in the Cours List tool.
- Make sure your courses are in alphanumeric order.

Example of Incorrect Formating

