

GUIDELINES FOR CICS/UNDERGRADUATE CATALOG COMPARISON

In order to be sure that the CICS course catalog file (screen MNCATCRS) and the University Undergraduate Catalog course descriptions are both accurate, each department is asked to review an Excel spreadsheet comparing that department's course information.

ALL COURSES ARE CODED AS FOLLOWS:

1. **If the course appears in BLACK**, information from the CICS course catalog file and Undergraduate Catalog match. The department does not need to take any action on these courses.
2. **If the course appears in RED**, it is only listed in the CICS course catalog file and does not appear in the Undergraduate Catalog. Departments are asked to take one of the following actions:
 - a. If the course is no longer offered, indicate (in column H, labeled 'Dept. Action') that the course should be deactivated in the CICS course catalog file. Please note that reactivating a course in the CICS course catalog file if the department decides to offer the course again in the future is very simple - the department needs only to submit a Course Action Form.
 - b. If the course will be offered **WITHIN THE NEXT FOUR YEARS**, indicate that the course should be added to the Undergraduate Catalog. Please note that only courses offered in the next four years should appear in the Undergraduate Catalog. The department should then add the course description for this course to its Undergraduate Catalog entry for the 2006-2007 Undergraduate Catalog. (If the department does not plan to offer the course during the next four years, please indicate that it should be deactivated in the CICS course catalog file.)
3. **If the course appears in BLUE**, it is only listed in the Undergraduate Catalog and is **NOT** on the CICS course catalog file. Departments are asked to take one of the following actions:
 - a. If the course is no longer offered, please indicate in column H that it should be removed from the Undergraduate Catalog. The department should then delete the course description for this course in its Undergraduate Catalog entry for the 2006-2007 Undergraduate Catalog.
 - b. If the course has been approved by the University Undergraduate Curriculum Committee (UUCC) and the end date has expired in the CICS course catalog file, and the department wishes to offer the course **WITHIN THE NEXT FOUR YEARS**, please indicate in column H that the course's end date should be extended in the CICS course catalog file.
 - c. If the course has not received appropriate approval from the UUCC, it will be removed from the Undergraduate Catalog. If the department wishes to offer the course, a course proposal must be submitted to the UUCC. For instructions, please see the [Undergraduate Course Proposal Guidelines](#).
4. **If the course appears in GREEN**, it is listed in both the CICS course catalog file and the Undergraduate Catalog, but the information **DOES NOT** match. This could be a title, type, credit hour, repeatability, or prerequisite discrepancy. If a course appears in green, it will be listed twice: Undergraduate Catalog information appears in lowercase and CICS information appears in uppercase.

For example, if there is a discrepancy with the course information, it will appear as follows:

	A	B	C	D	E	F	G	H	I	J
1	ABBR	NUM	TITLE	TYPE	CREDITS	REPEATABLE	PREREQUISITES			
2	DEPT ABBR	491	Honors Thesis	TUT	3	Y				
3	DEPT ABBR	491	HONORS THESIS	TUT	3	N				
4										
5										
6										
7										

In this case, the Undergraduate Catalog indicates the course is repeatable, but the CICS course catalog file does not. If a student intended to take this course as repeatable for credit, the repeat policy would not be properly applied to the student’s transcript because the CICS course catalog file does not reflect the correct information.

Another example is the following common problem:

	A	B	C	D	E	F	G
1	ABBR	NUM	TITLE	TYPE	CREDITS	REPEATABLE	PREREQUIS
2	DEPT. ABBR	300	Introduction to Research	LEC/LAB	3	N	
3	DEPT. ABBR	300	INTRO TO RESEARCH	LEC	3	N	
4							
5							
6							
7							

In this case, the course type does not match. The Undergraduate Catalog indicates it a lecture and lab, but the CICS course catalog file credits it only as a lecture. If this course is supposed to be listed as LEC/LAB, the department should indicate that a LAB section be added to the CICS course catalog file. If the course is only a lecture, the department should indicate the Undergraduate Course Catalog be revised.

Other common problems are credit hour and title discrepancies.

Most departments have at least one course, if not more, that appears in green. All departments need to clarify the discrepancies to ensure that the Undergraduate Catalog and the CICS course catalog file are up-to-date.

An example of a department's response is as follows:

ABBR	NUM	TITLE	TYPE	CREDITS	REPEATABLE	PREREQUISITES	Dept. Action
DEPT. ABBR	301	Principles of Research	LEC	3	N	XXX 101	
DEPT. ABBR	402	Community Outreach	LEC	3	N		The course has been approved by the UUC, but the end date expired. Please correct the CICS database. It will be offered in Spring '07
DEPT. ABBR	403	Readings in Education	LEC	3	N		
DEPT. ABBR	404	BEHAVIORAL STUDIES	LEC	3	N		Add to course catalog, it will be offered in Spring '07
DEPT. ABBR	405	Senior Seminar	SEM	3	Y	XXX 300	
DEPT. ABBR	406	Critical Theory	LEC	3	N		
DEPT. ABBR	407	SCIENCE PHILOSOPHY	LEC	3	N		Inactivate, course is no longer offered
DEPT. ABBR	408	International Studies	LEC	3	N		
DEPT. ABBR	409	Readings in Academia	LEC	3	N		
DEPT. ABBR	448	Internship	SEM	3	Y		This is supposed to be a TUT course. Please change the Undergraduate Catalog
DEPT. ABBR	448	INTERNSHIP	TUT	3	Y		
DEPT. ABBR	483	History of Research	LEC	3	N		
DEPT. ABBR	499	INDEPENDENT STUDY	TUT	1-8	N		Add to course catalog, this will be offered in Fall '06

Once departments have completed the CICS/Catalog Course Comparison they should email the Excel spreadsheet to Kate Doran, kmdoran@buffalo.edu.

PLEASE NOTE: Departments do NOT need to submit Course Action Forms for changes to the CICS course catalog file. Academic Processing will make the changes that are indicated on the departmental response. If the department indicates that a change to the Undergraduate Catalog is needed, the department should make that change in its Undergraduate Catalog entry for the 2006-2007 Undergraduate Catalog.

Any questions can be directed to Kate at 645-6003 or kmdoran@buffalo.edu.