

Running Course Catalog Description by Subject –Public Query Instructions

Detailed instructions are provided for your convenience because of the complexities of formatting the EXCEL results:

1. In PeopleSoft click on the Academic Records Icon.
2. Select Query Manager
3. Search for YR_COURSE_DESCR_SUBJ query and select with checkmark.

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Query | Create New Query

*Search By: Query Name begins with YR_COURSE_DESCR_SUBJ

Search Advanced Search

Search Results

*Folder View: All Folders

Check All Uncheck All *Action: Choose Go

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input checked="" type="checkbox"/>	YR_COURSE_DESCR_SUBJ	course_description_by_subject	Public	ADMINS	Edit	HTML	Excel	XML	Schedule	Lookup References
<input type="checkbox"/>	YR_COURSE_DESCR_SUBJ_CURR	course_description_by_subject	Public	ADMINS	Edit	HTML	Excel	XML	Schedule	Lookup References

4. Click on “EXCEL”
5. Enter data field for “Term”, “4-char Subject” and “Career” and then click on “View Results”.

YR_COURSE_DESCR_SUBJ - course_description_by_subject

Term: 3920

4-char Subject: ARTH

Career: Undergraduate

View Results

6. Save excel file and then format the course description column to “word wrap” text by following these instructions:

- Highlight the top column to format (i.e., column F)
- Right click and select “format cells” from the menu

Click on Alignment

course_des	Subject	Catalog	Eff Date	Class Status	Title
11A	ARTH	11A	7/31/2017	Active	Cultures and Ide
12A	ARTH	12A	7/31/2017	Active	Cultures and Ide
12H	ARTH	12H	11/5/2013	Active	Cultures and Ide
21	ARTH	21	2/25/2016	Active	Intro to Arts of A
26	ARTH	26	7/20/2017	Active	Art! Making Chin
142	ARTH	142	9/1/2015	Active	Native American
196	ARTH	196	9/1/2015	Active	Senior Capstone

Format Cells

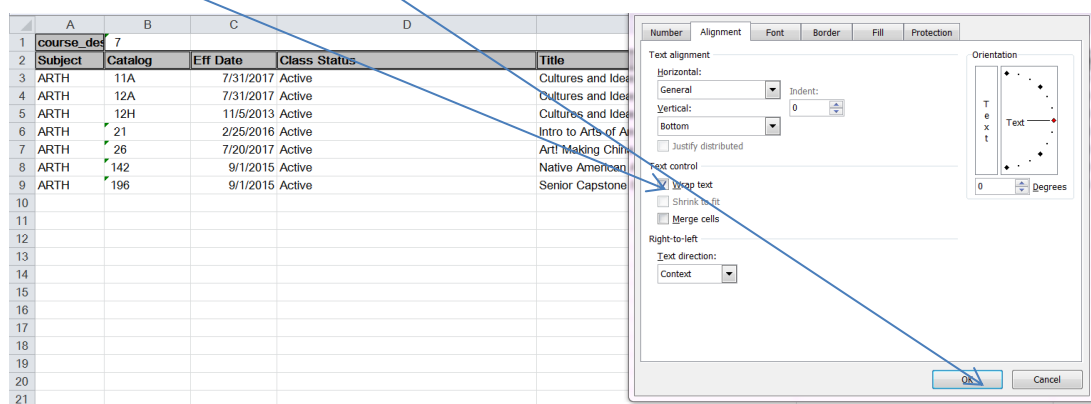
Category: General

Sample

General format cells have no specific number format.

OK Cancel

Check “wrap text” and click on ok



- Save the excel file and update the course description (and title if applicable) and highlight changes in red. (please note to **only highlight the text that has changed...** DO NOT HIGHLIGHT INFORMATION THAT HAS NOT CHANGED).
i.e., the example below, the first course only the description has changed. The second course both the title AND the course description was changed.

course	7				
Subject	Catalog	Eff Date	Class Status	Title	Course Description
ARTH	11A	7/31/2017	Active	Cultures and Ideas I	A two-course sequence focusing on a major theme in human experience and culture over a significant period of time. Courses emphasize either broad global interconnections or the construction of Western culture in its global context. Courses may address art, politics and propaganda, and other topics. Successful completion of C&I I (ARTH 11A) is a prerequisite for C&I II (ARTH 12A). (4 units)
ARTH	12A	7/31/2017	Active	Cultures and Ideas II	A two-course sequence focusing on a major theme in human experience and culture over a significant period of time. Courses emphasize either broad global interconnections or the construction of Western culture in its global context. Courses may address art, politics, propaganda, and other topics. Prerequisite: successful completion of C&I I (ARTH 11A) (4 units)
					A two-course sequence focusing on a major theme in human experience and culture over a significant period of time. Courses emphasize either broad global interconnections or the construction of Western culture in its global context. Courses may address Barbarians and Savages, and other topics. Prerequisite: successful completion of C&I I (ARTH 11H) (4

Save and then email the course description updates for the quarter by the deadline to ahoose@scu.edu for processing.