

DENISON UNIVERSITY COURSE CATALOG CHANGES

Email changes to Registrar's Office

- a) Open a web browser and navigate to the Denison Homepage
- b) Click on the "Academics" primary navigation link
- c) Choose "Catalog" from red sub-navigation bar
- d) Under "Courses of Study 2007-2008, select appropriate discipline.
- e) Choose "Course Offerings" from table of contents.
- f) Open you email client and create a new message
 - a. Title the email, "Course Description Change for (list Department).
 - b. Address the email to davisson@denison.edu.
- g) Highlight the course description(s) that needs modified any copy and paste into email message.
- h) Make all required changes to course description. When completed, send email.
 - a. Only email the course changes.
 - b. If a course is not present but has been approved by AAC, please submit the course description and the general education requirement it fulfills (if any).
 - c. The course faculty will no longer be printed.
 - d. If a course is not being offered every year, etc. add the phrase "Not offered every year," or "Offered every spring," or "Offered every fall," at the end of the course description.

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