

Catalog Headings and Structuring a Program in Curriculum Strategy System

The curriculum forms for new and revised programs allow faculty to format their catalog entry how they would like it to appear. This help sheet is to assist in the program formatting within the forms to show how the headings and text will appear in the catalog.

Curriculum staff in the Office of the Registrar are also available to assist and may make formatting adjustments in the catalog for proper heading structure and formatting consistency.

1) Program Headings

- a. In the UNC catalog, headings are set up in multiple levels, getting smaller for each level. It is not recommended to go below “subheading” (level 3). Headings appear in the catalog with the below formatting:

Degree Requirements — 120 Credits — Primary Heading

1. Liberal Arts Curriculum — 31 Credits — Secondary Heading

To complete the degree in 120 credits as outlined, the program recommends the below LAC courses that also count toward the 30 required major credits.

Any additional LAC coursework completed outside of the recommended list below may extend the length of the program of study.

Written Communication — 6 credits — Subheading

Select any courses to fulfill this requirement from the currently approved LAC course list.

See Written Communication courses

2) “Primary” Heading

- a. This heading is the largest (level 1) in the program requirements in the catalog. It is typically used to list total degree/program credits.
- b. In Program Forms, Primary Headings are listed at the top left of a gray box. Any other headings within the same gray box will be secondary or subheadings beneath this primary heading.

PROGRAM REQUIREMENTS

Program Requirement
(Primary) Degree Requirements — 120 Credits
(i.e. 'Degree Requirements — 120 Credits')

► Content

- c. To add a new primary heading, select the button “+ Add New Requirement (Primary)” located at the bottom of any existing program requirements just above “Program Notes” in the form:

+ Add New Requirement (Primary)

Program Notes

Source | [Icons for text formatting and editing]

3) “Secondary” Heading

- a. Secondary Headings are slightly smaller than the primary heading, often used for headings of primary program requirements within each degree/program.
- b. In Program Forms, Secondary Headings will be within an inner box (thin gray border) underneath a Primary Heading:

Program Requirement
(Secondary/Subheading) 1. Liberal Arts Curriculum — 31 credits
(i.e. '1. Liberal Arts Curriculum — 31 credits'; 'Take all of the following courses:' etc.)

▼ Requirement Narrative

[Rich text editor toolbar]

To complete the degree in 120 credits as outlined, the program recommends the below LAC courses that also count toward the 30 required major credits.

Any additional LAC coursework completed outside of the recommended list below may extend the length of the program of study.

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Course List

Add Course Add Proposed New Course

- c. To add a new secondary heading, select the button “+ Add New Requirement (Secondary)” located within the larger gray box but beneath any existing secondary headings (gray bordered boxes) in the form:

4) “Subheading” (Headings Level 3+)

- a. A Subheading (a 3rd + level heading) is again slightly smaller than a secondary heading and typically used to further break down program requirements with statements such as “Take all of the following”, “Choose two of the following,” etc. It is not recommended to use further subheadings (level 4 and higher) as they continue to get smaller and more difficult to read in the catalog.
- b. In Program Forms, Subheadings will be indented but still within the same box as a Secondary Heading (above).

- c. To add a new subheading, select the “+ Add New Requirement (Subheading)” button. As mentioned, you can add numerous subheadings within a form and they will continue to stack. To add a 3rd level heading (like “Written Communication – 6 credits”) below, select the button that has no indent and is located in the bottom left of the box. To add a subheading underneath that (4th level) you will see additional buttons underneath each subheading directly beneath the “Add Course” buttons. Again, these are not recommended.