

Undergraduate Bulletin Revision Instructions

I. Requesting Changes to the Undergraduate Bulletin

Substantive changes to the Undergraduate Bulletin regarding such details as curriculum information or academic requirements must be routed through the office of your academic dean for review and approval. Departments and deans are asked to send approved Bulletin changes to Chris Temple in the Office of the Registrar in 300 Grace Hall or by emailing ctemple@nd.edu .

II. Requesting Changes to Course Information

Changes to course information such as course descriptions, course titles, credit hours, and instructors of record should be emailed to Scott Ball in the Office of the Registrar at classreq@nd.edu . Course descriptions are no longer published in the annually printed Undergraduate Bulletin.

The Office of the Registrar maintains the University's master Course Catalog which is the database of all active courses created or offered within the past five years. New courses are added to this Catalog by the Registrar's Office when academic departments build their class schedule each semester via the eTUSC process. Courses are deactivated from this Catalog each summer if they have not been offered within the past five years.

An online search of the active courses in the University's Course Catalog is available by following these three steps:

1. Click on "Course Catalog Search" from within the insideND web portal or click on "View Course Catalog" from https://registrar.nd.edu/students/class_search.php .
2. Select the Academic Term from the drop-down menu for the semester for which you want to view the active courses.
3. Choose at least one Subject and click on Get Courses. Please note that the "active courses" which are listed are not necessarily being offered in the selected academic term. Instead, active courses are part of the Course Catalog for that term and eligible to be offered. A listing of the course sections actually being taught in a given term can be found using the separate Class Search tool.