CATALOG FORM SUBMISSIONS USING ONEDRIVE

OFFICE OF THE ASSOCIATE PROVOST FOR ACADEMIC PROGRAMS
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
LEARNING OUTCOMES

At the end of this presentation, you will be able to:

- Successfully access OneDrive
- Navigate unit folders and upload documents
- Sync OneDrive, recognize the benefits of doing so, and learn additional campus resources for OneDrive support
- Gain a working knowledge of the catalog form process, including corrections for common errors
- Access and utilize the catalog form tracking document
ACCESSING ONEDRIVE – 3 SIMPLE STEPS

1. Open SIU.edu and click on Office365

2. Log in using your DawgTag and password

3. Click the App Launcher grid and select OneDrive
Select OneDrive from App Launcher menu.

Select ‘Shared’ to open the files and folders other users have shared with you.
## Banner Codes

<table>
<thead>
<tr>
<th>Unit Name</th>
<th>Banner Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Agricultural, Life and Physical Science</td>
<td>AL</td>
</tr>
<tr>
<td>College of Arts and Media</td>
<td>AM</td>
</tr>
<tr>
<td>College of Business and Analytics</td>
<td>BY</td>
</tr>
<tr>
<td>College of Engineering, Computing, Technology, and Mathematics</td>
<td>ER</td>
</tr>
<tr>
<td>College of Health and Human Sciences</td>
<td>HH</td>
</tr>
<tr>
<td>College of Liberal Arts</td>
<td>LA</td>
</tr>
<tr>
<td>School of Education</td>
<td>EE</td>
</tr>
<tr>
<td>School of Law</td>
<td>LW</td>
</tr>
<tr>
<td>School of Medicine</td>
<td>MD</td>
</tr>
<tr>
<td>Interdisciplinary</td>
<td>ID</td>
</tr>
<tr>
<td>Graduate School</td>
<td>GS</td>
</tr>
</tbody>
</table>
Unit folders are titled ‘Forms 90 and 90A’ plus the Banner code for your College or School.

For example: Forms 90 and 90A – AL

- You will only have access to your unit’s folder.
- APAP has limited access to deans, associate deans, and primary support staff. Additional access can be requested by emailing APAP@siu.edu.
- Form 100s, TEP-specific forms, and other catalog documentation can also be submitted using these folders.
For ease of organization, college folders contain sub-folders for departments and schools, along with blank forms for the 2022-2023 catalog cycle.
Two options for submitting files:

1. Drag and drop from your computer (File Explorer)

2. Select ‘Upload’ in OneDrive and choose the files to submit

Upload completed forms to the appropriate department or school sub-folder. Additional sub-folders can be added if necessary.
**FILE SUBMISSION, CONTINUED**

How do I know my files were received?

APAP staff will move all received files into sub-folders marked as ‘Received by APAP’.

- Do not edit or alter any file that APAP staff has marked as received.

- If revised or edited forms are necessary after a file is marked as received, advise apap@siu.edu and add a notation to a new uploaded document file name, for example:
  - Original - CMST 250 MOD description Form 90.pdf
  - Resubmission - CMST 250 MOD description Form 90 – V2.pdf
Sync OneDrive to your device (computer, tablet, or phone) by clicking ‘Sync’ and following the prompts.

Syncing allows users to manage files using File Explorer instead of logging in through the online portal.

Additional information, training, and support for OneDrive is available through the Office of Information Technology.

https://oit.siu.edu/crc/training/microsoft/onedrive/
The APAP Office uses the following naming conventions for catalog forms:

- **Form 90**
  - Form 90 names include the course prefix and number and the action requested in all caps, then the file type. For example: **ECON 123 ADD Form 90** or **MHA 550 MOD hours Form 90**

- **Form 90A**
  - Form 90A names include the file type, then the college/school Banner code, degree type, and the program abbreviation separated by underscores. For example: **90A LA_BS_LCIS** or **90A EN_MS_BME**
Submission Deadlines:

- The submission deadline is **October 1st**.
- APAP Staff will monitor all folders closely during the submission cycle, which is mid-August – October 1st.
- If you have time-sensitive forms – Form 90s which need to be processed into Banner for the next semester – notify us at APAP@siu.edu.
- To request a deadline extension for your unit, contact APAP@siu.edu with ‘Catalog Form Extension Request’ in the subject line.
APAP Process, continued

APAP Catalog Tracking Log – shared and viewable through OneDrive.

<table>
<thead>
<tr>
<th>Column Content</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Received Date</td>
<td><strong>A</strong>. Received Date</td>
</tr>
<tr>
<td>B. Form Type</td>
<td><strong>B</strong>. Form Type</td>
</tr>
<tr>
<td>C. Course or Program to be edited</td>
<td><strong>C</strong>. Course or Degree Name</td>
</tr>
<tr>
<td>D. Description of Request</td>
<td><strong>D</strong>. Request Type</td>
</tr>
<tr>
<td>E. Catalog to be edited</td>
<td><strong>E</strong>. Catalog to be edited</td>
</tr>
<tr>
<td>F. Date submitted to Registrar</td>
<td><strong>F</strong>. Date submitted to Registrar</td>
</tr>
<tr>
<td>G. Comments by APAP staff or Registrar staff</td>
<td><strong>G</strong>. Comments by APAP staff or Registrar staff</td>
</tr>
<tr>
<td>H. Form 90 Completion Date</td>
<td><strong>H</strong>. Form 90 Completion Date</td>
</tr>
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</table>

*Note: Separate Worksheets for each College*
APAP Process, Tracking Log

• The tracking log is titled ‘Form 90-90A Tracking Log 2022-2023’

• The spreadsheet will be updated regularly.

• Will provide transparency into the processing timeline and show completion dates for Form 90s.

• Use to confirm that APAP received your documents and if they’ve been approved and submitted to the Registrar’s office.
  • Should eliminate redundant submissions.
  • Provide at-a-glance tracking to all colleges.

• If your college submitted forms that are not listed on the spreadsheet, please contact APAP@siu.edu.
Forms must be complete when submitted, including all necessary unit signatures.

Forms will still be accepted via email to APAP@siu.edu, but we encourage file submission through OneDrive.

‘Blanket Form 90s’ can be submitted if the same change is applied to multiple courses, such as prefix change.

Syncing OneDrive makes file submission and management far more convenient. (OIT Team can help with issues.)

OneDrive, when accessed through a web browser, does not allow for electronic signatures. OneDrive, when synced to your File Explorer, will allow for electronic signatures.

APAP office will facilitate supplementary signatures, including UCC director, Honors director, and Graduate School director. Files should be marked when those signatures are needed.

Remember, you know your curriculum better than anyone. Please do not assume ‘they’ll know what I mean’. Requested changes should be clearly marked and forms should be filled out completely.
COMMON FORM ERRORS

• Missing signatures – all unit-level signatures should be complete before submitting to APAP.

• Support staff CANNOT sign ‘on behalf of’ anyone for catalog forms.

• Missing syllabi – required when adding new courses. Do not include instructor names.

• Graduate Credit – you must check yes or no. This prompts APAP staff to submit form for signature.

• Degree Attribute – mark if a course is UHON or UCC. This prompts APAP staff to submit form for signature.

• Co-Requisite or Crosslisted courses – these courses must be listed on the Form 90. Accompanying Form 90s for these courses are required to ensure continuity.

  • If additional Form 90s are needed outside your program/department/college, please contact the appropriate chair/director or dean to advise that Form 90s are necessary. Include a copy of your Form 90 and any supporting documentation for their reference.

  • All Form 90s pending additional documentation are placed on hold until that documentation is received.
COMMON FORM ERRORS

• When DROPPING a course – if it is a pre-requisite for another course, a Form 90 is needed for that course to remove it as a pre-requisite.

• When DROPPING a course – remember that you need to remove it from your catalog page via a Form 90A. A Form 90A is necessary for every program’s catalog page where that course appears.

• The same is true when renaming a course – every program’s catalog page must be updated via a Form 90A.

  • For example - IST prefix changed to ITEC:
    • Form 90s submitted to change course names. (Blanket Form 90 appropriate here.)
    • Form 90A submitted to update catalog page for Information Technology
    • Additional Form 90As necessary for Electronic Systems Technologies (EST), as IST 209 is listed within their requirements table as an Approved Technical or Career Elective
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QUESTIONS?

Contact the APAP Office
APAP@siu.edu
453-7653