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Accessing Acalog

Link  
https://apsu.acalogadmin.com/login.php

Username  
First part of email excluding @apsu.edu (example: wrigleyt@apsu.edu username would be wrigleyt)

Password  
123456 for first time user, then change it to your desired password

Password Reset  
If you do not remember your password and need it reset, please contact Amanda Phillips at phillipsag@apsu.edu.

Log-in Page

Steps for Editing

1. Log in to Acalog utilizing the information above.
2. Select the upcoming “in Progress) academic year bulletin (Example: 2020-2021 Undergraduate Bulletin in Progress) from the drop-down located just below Acalog University and Community; Click the green Go button.

   a. Once you click on Go, just below the bulletin selection drop-down, you will receive this message: Bulletin changed successfully.

3. Review of Bulletin Areas – Instructions for opening bulletin to preview areas relevant to your department.

   a. Click on Bulletin Preview located on the left side of the page in the darker green column, just below User Accounts.
b. All bulletins that you have access to review will appear (bulletins from past years you were assigned to review will also appear—disregard those).

c. Click on the **Preview** link located to the far right that corresponds with the current bulletin under review. The current bulletin will have “in Progress” at the end.

d. Once you click on **Preview**, another window will open, displaying the information as it will appear in the bulletin. You may expand the window to see the entire page by clicking on the square in the upper, right corner between the dash (-) and X. This is recommended for easier review.

4. **Review of Majors/Concentrations/Minor**
   a. Click on the **Majors, Concentrations & Minors** link located on the navigation bar to the left.
b. An alphabetical list of bachelor degrees, with majors/concentrations, listed under each of them in alphabetical order, will display. Displayed beneath that is a list of associate degrees, certificates, concentrations (only) and minors (only) (the page below is only a sample of what displays).

Majors, Concentrations & Minors

- Art (B.A.)
- Communication Media (B.A.)
- English (B.A.)
- English Major
- Foreign Languages (B.A.)
- Foreign Language (B.A.) with Licensure
- History (B.A.)
- History Major B.A.
- Music (B.A.)
- Philosophy and Religion (B.A.)
- Political Science (B.A.)
- Political Science Major B.A.
- Professional Communication (B.A.)
- Religious Studies Concentration B.A.
- Theatre and Dance (B.A.)

Bachelor of Business Administration
- Accounting (B.B.A.)
- Accounting Major
- Finance (B.B.A.)
- Finance Major
- Management (B.B.A.)
- Marketing (B.B.A.)
- Marketing Major

Bachelor of Fine Arts
- Art (B.F.A.)
- Studio Art Concentration BFA
- Theatre and Dance (B.F.A.)

Bachelor of Music
- Music (B.M.)

C. Click on the appropriate link to review your respective major(s)/concentration(s)/minor(s).

*****Please note there is no back arrow to return to the previous page, so it will be necessary to navigate between pages utilizing the links on the navigation menu located to the left of the page.*****

d. You may also access all your programs through your respective college links (found below in step 5.b.2)
e. Academic Department Information — Please note that the associated departmental information will also display on each of these pages and may be updated here. Once updated in one location, it will be updated in all locations.

5. Review of Academic Department/College Information
a. Academic Department information can be accessed in two ways.
   1) As mentioned above in 4.e., academic department information may be updated on the individual major/concentration or minor pages. Once updated in one location, it will be updated in all locations.
   2) Departmental information may also be updated by:
      a) Clicking on your department’s college;
      b) Clicking on the Go to information for this department link located directly under your department name.

b. College & Department Information (and Major/Concentration/Minor Information) may be accessed by clicking on your respective college link located on the navigation bar to the left side of the page.
   1) College Information is located at the top of the page, directly under the name of the college.
2) **Department Information/Majors/Concentrations/Minors** – these may all be accessed through a department’s respective colleges and reviewed for edits.

**College Links**

Colleges

College Information Page and Academic Department Links

College Information

Academic Dept Information

Example 1: Department Page and Major/Concentration / Minor Links

Department of Art and Design

Programs

- Art (B.A.)
- Art (B.F.A.)
- Art History Minor
- Graphic Design Minor
- Photography Minor
- Studio Art Concentration
Example 2: Department Page and Major / Concentration / Minor Links

- This examples shows a major description.

6. Submitting Edits to the Office of the Registrar
   a. Copy and paste the information from the preview page in a Word document
      1) Place your cursor where you want to begin making edits, left click mouse (holding it down) and drag down to where you want to stop and lift your finger off your mouse.
      2) While still in the highlighted area, right-click the mouse and select copy.
      3) Go to your Word document and right-click the mouse again, and select paste.
b. Using the Track Changes option in Word (Word example below), make your desired changes. Deleting items will show up in red with a line through them and new text will appear in red.
   1) To turn on tracking in your Word document:
      a) Click on Review located in the blue bar across the top of the page.
      b) Click on the Track Changes Icon and ensure all settings to the right are as indicated below.
      c) Click on the Track Changes option under that.

Word Document That Has Been Edited

b. Place your Department Name, Point of Contact and the area of edit in the upper, left-hand corner and name the document after your department with the extension of Major, Concentration, Minor or Dept. Info.
   1) Examples

   DEPT: Communication Department
   POC: Susie Smith
   AREA: Major
d. Save the file with the Department name or abbreviation and the area edited. For the example above, the file name would be: COMM_Major_Edits

e. Once all edits have been placed in a Word document, please email edits to:
   1) Amanda Phillips  phillipsag@apsu.edu
   2) Jasmine O’Brien  obrienjr@apsu.edu
   3) Telaina Wrigley  wrigleyt@apsu.edu

7. Course Edits
   a. Follow steps 1 thru 3 on pages 2 and 3 for logging in and accessing the bulletin in Acalog to review courses.
   b. Click on Course Descriptions located in the navigation bar to the left to access courses.

   communications pertaining to courses and course materials. For all online courses, D2L is the official method of email communication between instructors and students. Failure to promptly check or open email messages delivered to student’s D2L email address will not excuse a student from the responsibility to act in accordance therewith or extend/delay deadlines contained therein for any Web-based course. For on-campus and hybrid courses, students and instructors should use the D2L email system whenever possible.

   Students must accept the responsibility for staying informed regarding the graduation requirements for the degrees they are pursuing. Therefore, scheduled appointments with an assigned academic adviser each semester are required before the student can enroll.

   The University is a member of the following associations:
   - American Association of Colleges for Teacher Education
   - American Association of Collegiate Registrars and Admissions Officers
   - American Association of State Colleges and Universities
   - Conference of Southern Graduate Schools
   - Consortium for Student Retention Data Exchange (CSRDE)
   - Council of Colleges of Arts and Sciences
   - Council of Graduate Schools

   c. When you click on Course Descriptions the Course Filter box will appear at the top of the page.
      1) Click on the drop-down under Prefix and select the rubric for the course(s) you wish to review. Prefix

      Bulletin Search
      Library Search
      CWRP Search
      Advanced Search

      2020-2021 Undergraduate Bulletin in Progress
      Course Descriptions

      Course Filter
      Filter this list of courses using course prefix, course code, keywords or any combination.
      Prefix: COMM
      Code or Number: 
      Type: All types
      Keyword or Phrase: 
      Filter

      Other Courses
      • AVI 1030 – Small Unmanned Aircraft Systems Procedures and Regulations
      • FELP 1000 – Freshman Seminar

      Academic Support
      • APSU/MDC – Reserve for Middle College
      • APSU/1000 – Freshman Seminar
      • 1000/1000 – Course by Course

      2) Code or Number
         a) Enter the course number of a specific course if you want to review a specific course. If you wish to check multiple courses at once, you would leave this field blank.
         b) Click on the Filter button.
c) **Course List** will display for the Prefix or the Prefix and Number that you entered.

**Course List**

**Course Filter**
Filter this list of courses using course prefix, course code, keywords or any combination.

- **Prefix:** COMM
- **Code or Number:**
- **Type:** All types
- **Keyword or Phrase:**

- **Find whole word or phrase only.**

**Communications Arts**
- COMM 409A - Special Topics in Communication
- COMM 425A - Broadcasting Practicum
- COMM 426A - Communication Practicum
- COMM 480A - Independent Study in Mass Communication
- COMM 499 A, B - Special Topic in Communication
- COMM 499A - Special Topics in Communication
- COMM 5110 - Media and Social Institutions
- COMM 1200 - Introduction to Mass Communication

**Course Information**
- Click on the Course/Course title link for the course you wish to review.
- The course information will display immediately below the link to the course.

**Course Information Display**

**COMM 1400 - Introduction to Public Relations**

- **Credit Hours:** 3
- **Description:** History, function, and practice of public relations with emphasis on persuasion, public opinion, mass media and their application to public relations.

d) **Submitting Course Edits** – Follow above steps in 3. g. to submit edits to Amanda Phillips, Telaina Wrigley and Jasmine O’Brien.

8. **Two- and Four-Year Plans**
a. Click on the appropriate Two- or Four Year Plans link and follow the same steps on the previous pages.
b. The current plans are the last plans that were submitted by the academic departments.

1) **Submissions for Corrections** – If there are corrections that need made:
   a) **Print** – please print off Two- or Four-Year Plan
   b) **Mark-up/Corrections** – please make corrections in red pin
   c) **Submit** – Please email to:
      - Amanda Phillips (phillipsag@apsu.edu)
      - Jasmine O’Brien (obrienjr@apsu.edu)
      - Telaina Wrigley (wrigleyt@apsu.edu)

9. **Other Academic Departments (Such as Honors) and Non-Academic Department Edits**
   a. Follow steps 1 thru 3, on pages 2 and 3 for logging in and accessing the bulletin in Acalog to review courses.
   b. Locate your department on the navigation bar on the left side of the page. If you do not see your specific department, please see the lists below as some areas are found under a larger umbrella.

***Please note that Student Financial Aid and Veterans Education Benefits has been moved out from under Tuition and Fees and has its own page.***

1) Tuition and Fees (not an exhaustive list)
   a) Student Account Services
   b) Fort Campbell Fees
   c) Discounts
   d) Housing Fees

2) Academic Support Services (Please see notes in red. I need these comments/questions addressed.)
   a) Academic Advising
   b) Academic Alert
   c) SLA
   d) Career Services – Does this need removed from this area since it is under Student Services? Edits have to be made in both places if not.
   e) Center for Teaching and Learning - I need confirmation of the new name
   f) Testing Center - I believe this has merged with the information above
   g) First-Year Experience
   h) New Student Orientation
   i) APSU 1000

3) Student Services
   a) Career Services
   b) Center for Service Learning and Community Engagement
   c) Child Learning Center
   d) Student Counseling Services
   e) Govs ID Card
   f) Health Services
   g) Public Safety- Campus Police
   h) Sickness and Accident Insurance
   i) Students with Disabilities
   j) Traffic and Parking Regulations
   k) University Center
   l) University Housing
   m) VetSuccess

4) **Submitting College or Departmental Edits** – Follow above steps in number 6, pages 6-8.

Revised: March 15, 2020