Overview
This process will show how to view a summarized version of all the course data on one page. The Course Catalog is the primary means by which a course is defined.

Steps
Course Catalog Summary

1. Navigate to: Curriculum Management > Course Catalog > Course Catalog Summary.

2. Enter Academic Institution.

3. Enter Subject Area. (Example: MATH-M)

4. Enter Catalog Nbr.

   **NOTE**: A wildcard can be used to help narrow the search. For example, to search for all 300 level MATH-M courses, you can enter the Institution, enter “MATH-M” in the Subject Area and enter “3##” in the Catalog Nbr field. The # symbol acts as the wildcard.

5. (Optional) Select Include History.
6. Click **Search**. If multiple results are returned, click any of the links in the course row you wish to view.

The *Course Catalog Summary* page will display.

7. View **Course Information**. View a summary of the course information in the top section of the page.

8. View **Equivalent Course Group**. If equivalent courses exist for this course, you can view a list of them in the second section of this page.

9. View **Course Offering**. View the different course offerings within this Course ID in section three.

10. View **Course Component**. View all the components associated with this course, whether each component is optional, and the Instructor Contact Hours associated with each component.