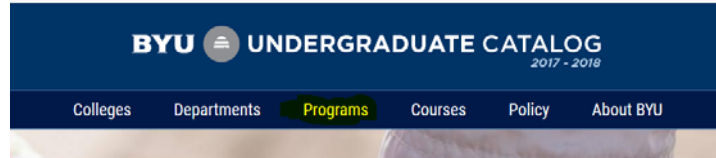
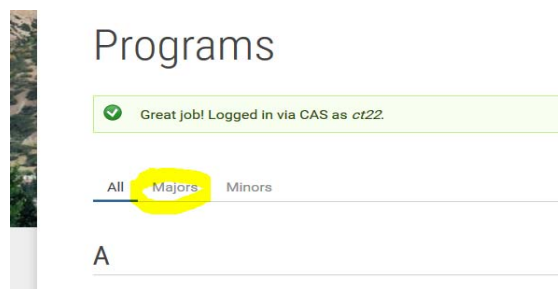


Instructions for Editing MAPs

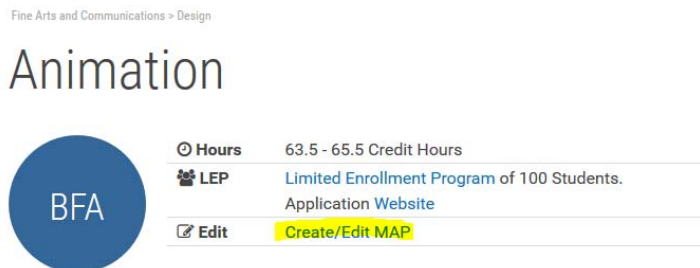
1. Using a browser of your choice, go to this website: catalog2017.byu.edu/cas
2. Enter your *NetID* and *Password*.
3. Click on “Programs.”



4. Click on “Majors.”

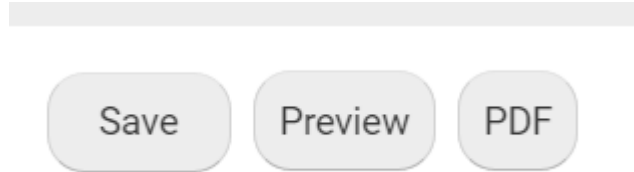


5. Click on the major in your college/department to access the MAP for that major.
6. Once on the specific major page, click on “Create/Edit MAP”



7. You are now on the MAP and can do the following:
 - a. Edit any narrative text (i.e. introduction, department and advisement center contact info, etc.)
 - b. Edit the suggested sequence of courses with their corresponding credits
 - c. Add notes for a semester (eg. “Students are encouraged to complete an average of 15 credit hours each semester.”)
 - d. Add Spring/Summer courses to a semester (can be done on any even semester, eg. Sem 2, 4, 6, 8).
8. Things you **cannot** do:
 - a. Edit the program requirements (these curriculum changes are approved through UCC)
 - b. Edit the name, code, or department of the major

- c. Add a 9th or 10th semester
 - d. Edit the titles of university core subject areas (i.e. Global and Cultural Awareness, etc.).
9. Save and preview your edits by using the “Save” and “Preview” buttons at the bottom of the page. Clicking “PDF” will produce a PDF version of the MAP for your review. When you are satisfied with the final product, be sure to hit “Save” one last time.



10. To log out, hover over “*Manage Site*” at the top right of the page, scroll down and then click on, “*log out*”.

