



**“How-To” Guide
for the
Online Course Catalog &
Student Policies and Procedures**

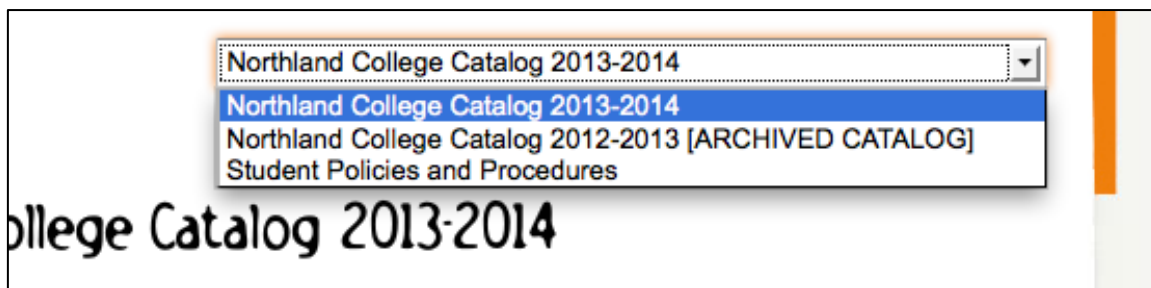
I. About the Catalog

In effort to provide accessible, accurate information to all – with a conscious effort to minimize printing – Northland College has published its Course Catalog and Student Policies and Procedures to the Internet. Now, students, staff, faculty and other constituents are able to easily search and view content no matter what device they choose. Each page can be easily saved to a “Favorites” account, or printed.

Every effort has been made to assure the accuracy of the information in each e-publication. However, provisions of this publication are subject to change without notice and do not constitute an irrevocable contract between any student or applicant for admission and Northland College. The College is not responsible for any misrepresentation of its requirements or provisions that might arise as a result of errors in the preparation of this publication.

II. Navigation

The online Course Catalog and SPP is designed for visitors to easily search for content, policies, programs, courses, etc. First, it is important to click on the top, right-hand document selector (see below):



By selecting a catalog, archived catalog or the Student Policies and Procedures, the site will refresh content and left-hand links. You will be able to search dynamically within this document. Each page will always show the title of the document you are within.

If you wish to view versions of the catalog that are before the 2012-2013 academic year, there is a link and icon that will take you to archived PDF catalogs on the landing page.

Or, visit: <http://www.northland.edu/academics-catalogs.htm>

Other helpful links and documents are on the Catalog landing page (as seen below):



["How-To" Guide](#)



[Pre-2012 Catalogs](#)



[Catalog Video Tutorial](#)



[About "Favorites" \(PDF\)](#)

Quick tip: you can always click on the Northland College logo at the top left-hand side of the page to go back to the Northland College website.

Once you have selected a document, you may start exploring. Use the search box to enter keywords. This will be one of the quickest ways to find the content you are looking for. Search results are organized by rank. Use the Advanced Search option to further define your search criteria.

Catalog Search

Search Options

Choose search locations to narrow or expand your search.

Enter a keyword or phrase.

Find whole word or phrase only.

Courses [[Show prefix list.](#)]

Programs

Hierarchy Items

Other Content



No matter which e-document you search, the title "Catalog Search" will always be present. Also, "Catalog Home" will be the top left-hand link. This link will take you to the landing page of the document you have previously selected or are currently working within.

Navigating the content within each document is simple. After choosing your document, the left-hand navigational links will refresh. Some links will take you to the Northland College website (i.e. Mission, Vision, History, etc.). Other links will take you to static content pages. On many of these pages, there are helpful quick links at the top of the

page to take you directly to specific content. These links will help you navigate within extended length pages.

Academics

Page Quick Links:

- [Catalog Assignments & Restrictions](#)
- [Student Classification and Class Standing](#)
- [Majors & Minors](#)
- [Advising](#)
- [Registration](#)
- [Academic Integrity Statement and Policy](#)
- [Grades](#)
- [Academic Standings](#)
- [Leaves, Withdrawal, and Re-admittance](#)
- [Commencement and Graduation](#)
- [Transcripts](#)

Once you are within a lengthier page, an arrow icon on the right-hand side will follow you throughout the page. Click on the arrow to return to the top.



Some pages contain filtered content, like Majors, Minors and Courses. Click on the links to find the content you are looking for. As you will see, programs contain links to required courses. Click on the titles to expand. You may close these pop-up boxes by re-clicking on the course title. Some courses may also have links to prerequisites and other required courses. Continue clicking to expand. After several expansions, the course will open in a new window.

See image on next page:

Two of the following:

- [BIO 222 - Woodland Plants of Northern Wisconsin](#) 4 Credits
- [BIO 225 - Aquatic Invertebrates](#) 4 Credits
- [BIO 242 - Ichthyology](#) 4 Credits

[BIO 244 - Field Ornithology](#)

BIO 244 - Field Ornithology

4 Credits

In this field-intensive course, students learn to identify birds of northern Wisconsin by sight and sound. To maximize exposure to birds in the area, the course includes daily field excursions to a variety of habitats. Discussion of the natural history of birds is also an integral part of the course. Course Fee.

Connections Discipline: Natural Science or Experiential

Prerequisites: [BIO 115](#) or [BIO 128](#)

- [BIO 245 - Mammalogy](#) 4 Credits
- [BIO 246 - Ornithology](#) 4 Credits

Total Biology Major: 59

 [Return to: Majors and Minors](#)

BIO 128 - Natural History and Conservation in the Lake Superior Watershed

4 Credits

Part of the Superior Connections Program, this course introduces students to the natural history, conservation, and restoration of the region's natural resources. Students begin by studying the general natural history of the Lake Superior region, and then focus on regional conservation biology issues. The course concludes with an examination of restoration from ecological, economic, and philosophical perspectives.

Connections Discipline: Natural Science

Corequisites: [XNN 115](#) and [GSC 112](#)

[About Northland](#)
[Employment | Camp](#)

III. Degree Planner

As you explore programs, please take note of the Degree Planner icon. By clicking this icon, you will be able to save and/or print a helpful tool to plan your program of study. Degree Planners can be found on all program pages and also on the Connections and Co-Curriculum pages.

IV. Favorites

Favorites: A convenient storage location where users browsing online catalogs may store courses and programs that they find interesting. The stored information will be available when they return at a later date.

No matter what page you visit within the online Course Catalog or Student Policies and Procedures, there is a small star icon that allows you to save content to your own account, *Favorites*. It's simple. Click on the star, and a pop-up screen will appear to help you set up your Favorites account. If you are a prospective student, please click on the box to notify an Admission Counselor to further assist you.

Your Favorites account will allow you to save pages of interest, programs, courses, or other information that you would like to be able to easily refer to.

Your Favorites account information is unique to the online Catalog and Student Policies and Procedures. It does not relate in any way to your Northland College email or user account.

Try it out! Visit <http://catalog.northland.edu/>