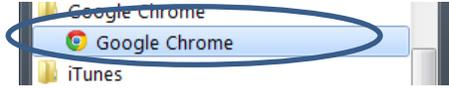**How to pull Degree Requirements from the E-catalog**

It is recommended that you use <mark>*Google Chrome*</mark> *to pull the Degree Requirements from the E-catalog. While you can use Firefox to accomplish the same purpose, formatting from the E-catalog will not carry over, due to a software conflict with Firefox and word.*
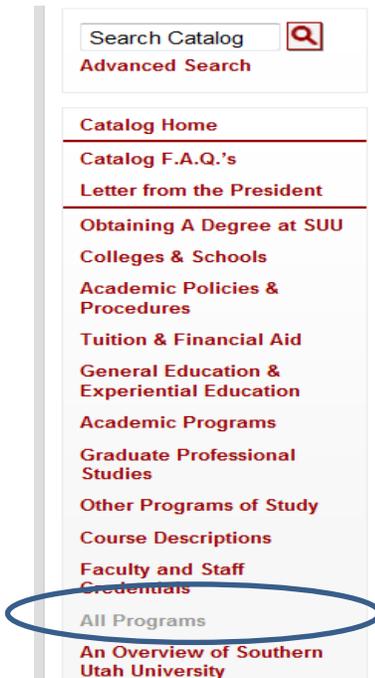
Open Google

Go to catalog.suu.edu

Navigate to the Degree that you wish to make edits to by clicking on the "All Programs" Link:

Navigate to your Program(s) on the list.

To view the program requirements, click on the link. This will open a new page. The degree title will be immediately below the "General Catalog" header.

To select the Degree Requirements information, place your cursor right before the first letter of the degree title (here it would be the letter "B"), left click on your mouse, and drag your cursor to the bottom of the page.

When you have all the text in Degree Requirements selected, right click on your mouse and select "Copy"

Now, you'll need to navigate to Microsoft Word, and open a new document.
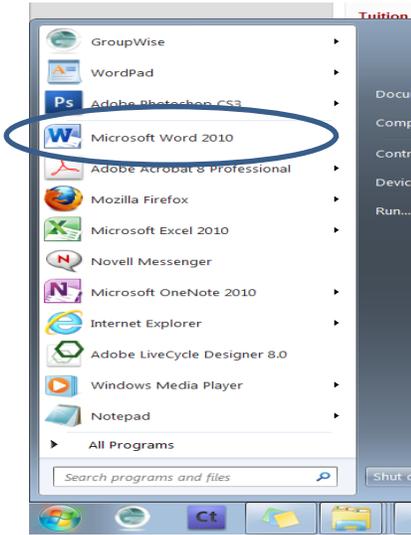
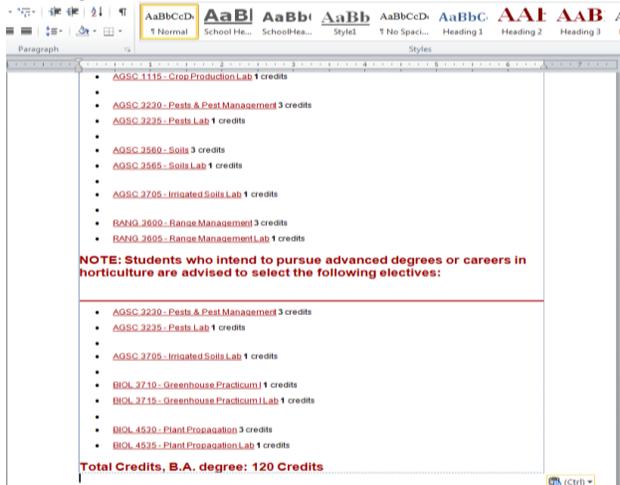When you have your new document opened, click your cursor so it appears in the beginning of the new document, right click, and under Paste Options, select the first one, "Keep Source Formatting"
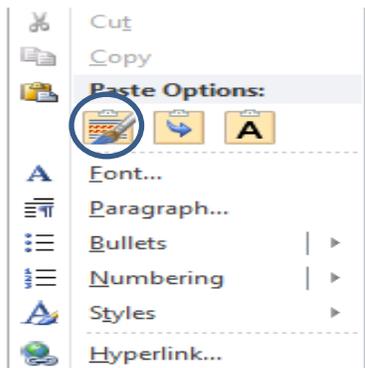
When the text pastes into your word document, it should look similar to the way it appeared in the E-catalog.

Before you make any edits to the degree requirements, click on the "Review" tab on the top navigation panel, and enable track changes.
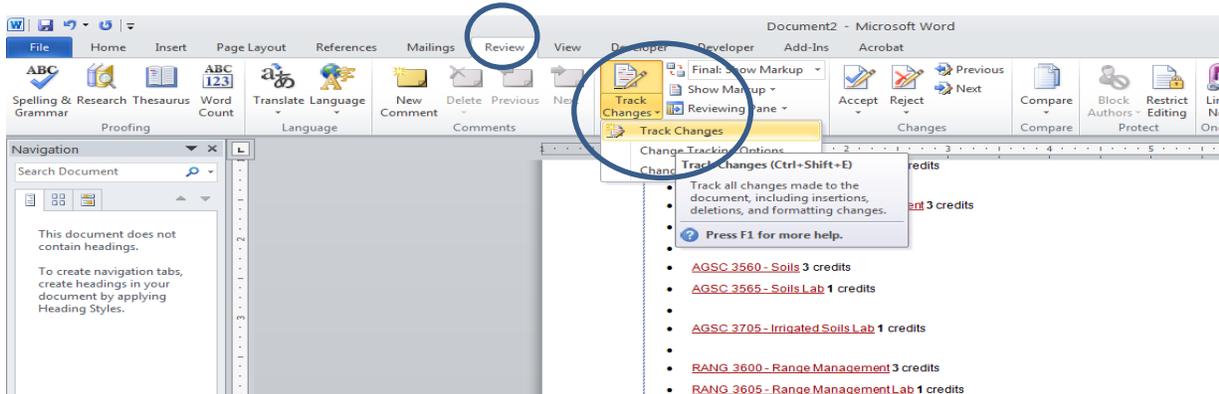
Now go ahead and make edits to your table. Anything that you delete will be struck out and in red text, and anything you add will be in blue text.
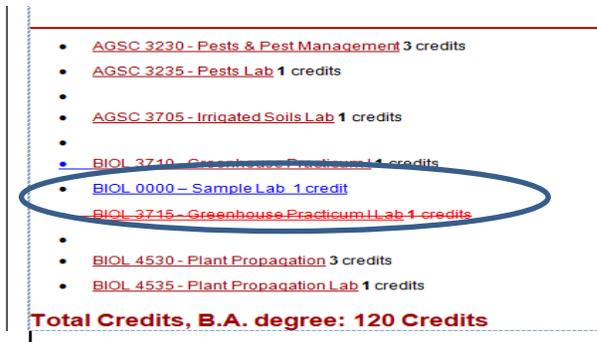
Once you've made all your changes, remember to save your document.