The "My Catalog" Feature

My Catalog provides a more personalized catalog experience. Click on the link to create an online account that will allow you to save degree requirements, course information, and custom searches. Once you create an account, you'll be able to access it from any computer. Simply navigate to the Catalog, click on the My Catalog link, and follow the instruction. As you navigate through the catalog, any page that has a Maroon star in the upper right corner (next to the print and help button) can be added to your catalog.

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Click here to access the "My Catalog" feature

This is the description on the catalog home page of the "My Catalog" feature

GENERAL CATALOG

2012-2013 General Catalog

Welcome to SUU's Online Catalog

As you can see, SUU's General Catalog has a new look and an entirely new navigation system. Rather than a series of PDFs, our new online catalog is an easily searchable and highly interactive website. The Keyword and Advanced Search function on the top left of the homepage have been designed to make it easy for you to seek out information anywhere in the catalog website. The **FAQ's** also contain links to sections of the e-catalog students most often seek. And, should you need to print a page from the catalog, you will see the "Printer-Friendly Page" icon on the top right side of each webpage next to the Help button. You will also now be able to bookmark webpages you regularly visit in the catalog. Lastly, listed below are descriptions of some of the key content areas of the e-catalog.

While we strive for accuracy in our 2012-13 catalog, we also recognize there may still be errors you find. Please e-mail **catalog@suu.edu** with any corrections or comments you may have.

Thank you.

Obtaining a Degree at SUU is your starting point for choosing an academic or technical program of study. It describes the various types of degrees and certificates offered, the general requirements for each type, and other policies and procedures that apply to all degrees. It also tells you how to read the table of requirements for your chosen program.

Colleges & Schools provides an overview of the University's six academic colleges/schools, and other academic entities, as well as the degrees offered by each college/school, and it's departments and programs.

Academic Policies & Procedures discusses Admissions, Grade & Credits, and policies pertaining to registration as well as general policies.

General Education & Experiential Education will describe the general education requirements, and

Academic Programs will help you find the information you need about specific programs and course offerings. It describes in detail all the undergraduate academic programs and course offerings. Within each chapter, programs are listed alphabetically (with cross-references as needed).

Graduate Professional Studies details the graduate programs that are available.

In the latter part of the catalog you will find an **Overview of Southern Utah University,** along with information on registration, fees, financial aid, housing, student activities, student services, and other policies and procedures.

My Catalog provides a more personalized catalog experience. Click on the link to create an online account that will allow you to save degree requirements, course information, and custom searches. Once you create an account, you'll be able to access it from any computer. Simply navigate to the Catalog, click on the **My Catalog** link, and enter your log-in information. As you navigate through the catalog, any page that has a Maroon star in the upper right corner (next to the print and help button) can be added to your

This is the screen that appears when you click on the "My Catalog" link at the bottom of the lefthand navigation panel. The first time you access the "My Catalog" feature, you'll need to create an account. To do this, click on the underlined red text that says "create an account"

My Catalog

If you have a login account, you can retrieve everything in your Catalog from a previous visit by logging in below.

If you are a new user, you can create an account, which will allow you to save your Catalog and access it later.

If you forgot your password, enter your e-mail address only and click Reset Password

E-mail Address: [   ]   **Password:** [   ]

[Login]   [Reset Password]

Click on this link to create an account.

To remove items from your Catalog, check boxes next to the item to remove and click the *Remove* button.

The following courses have been added to your Catalog:

There are currently no courses in your Catalog.

The following programs have been added to your Catalog:

There are currently no programs in your Catalog.

The following navigation links have been added to your Catalog:

There are currently no navigation links in your Catalog.

The following divisions have been added to your Catalog:

There are currently no divisions in your Catalog.

The following saved searches have been added to your Catalog:

There are currently no saved searches in your Catalog.

Enter your email address and a password. (You'll enter the password again in the Confirm Password form) and then click on "Create Account"

My Catalog

You can save your Catalog to retrieve during a later visit by creating a simple login account. If you do not create a login account, everything in your Catalog will be discarded when you close your browser. To save your Catalog, simply provide an e-mail address and password below, and you may then retrieve your Catalog whenever you like.

You must complete * required fields

Enter your email and password in the fields indicated, and click on "Create Account"

* E-mail Address: *** Password:**   *** Confirm Password:**
catalog@suu.edu   ••••••••   ••••••••

[Create Account]   [Cancel]

A new screen will appear, indicating that you have logged on to the "My Catalog" feature

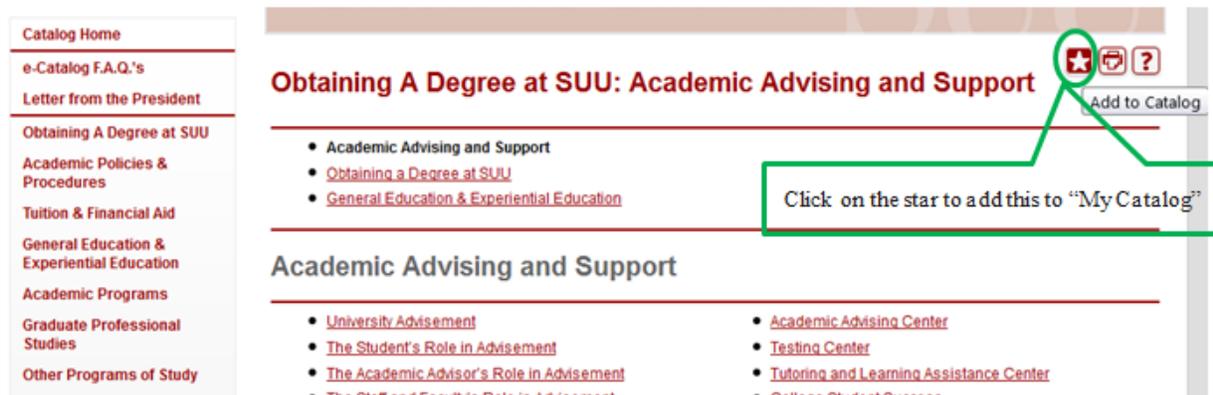**My Catalog**

catalog@suu.edu: You are logged on!   Edit Profile | Logout

To remove items from your Catalog, check boxes next to the item to remove and click the *Remove* button.

Now, as you navigate the catalog, you can add things to your "My Catalog" account. Any page that has a maroon star ⭐ by the title can be added to your "My Catalog" and courses can be added by clicking on the "Add to catalog" link in the upper right corner of each course listing. Each of the navigational panel links on the left hand side can be added to "My Catalog"
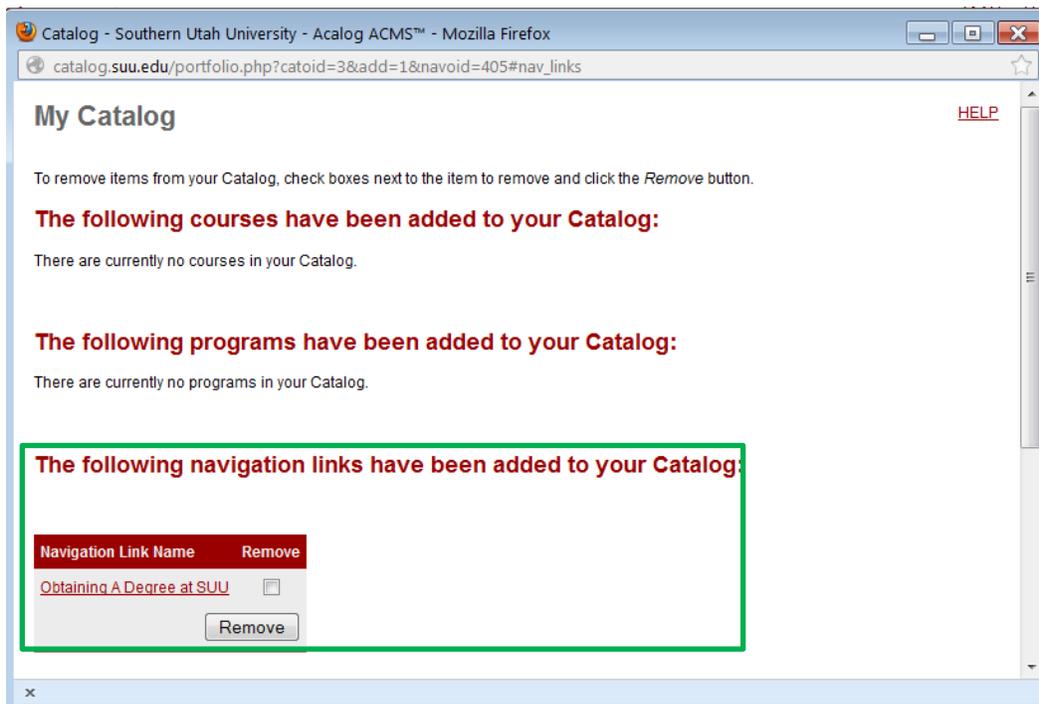
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Obtaining A Degree at SUU: Academic Advising and Support   Add to Catalog

- Academic Advising and Support
- Obtaining a Degree at SUU
- General Education & Experiential Education

Click on the star to add this to "My Catalog"

Academic Advising and Support

- University Advisement   ● Academic Advising Center
- The Student's Role in Advisement   ● Testing Center
- The Academic Advisor's Role in Advisement ● Tutoring and Learning Assistance Center

Clicking on the star will open a pop-up window that looks like this:

Catalog - Southern Utah University - Acalog ACMS™ - Mozilla Firefox

catalog.suu.edu/portfolio.php?catoid=3&add=1&navoid=405#nav_links

My Catalog   HELP

To remove items from your Catalog, check boxes next to the item to remove and click the *Remove* button.

The following courses have been added to your Catalog:

There are currently no courses in your Catalog.

The following programs have been added to your Catalog:

There are currently no programs in your Catalog.

The following navigation links have been added to your Catalog:

Navigation Link Name	Remove
Obtaining A Degree at SUU	☐

Remove

You'll see confirmation that the page has been added to the "My Catalog." The "My Catalog" automatically sorts the items you star into different types: courses, programs, navigation links, divisions and saved searches.

If we wanted to add a **course** to "My Catalog" we'd navigate to the course either by using the search box in the upper left corner of the navigation panel

Search Catalog 🔍
Advanced Search

clicking on "course Descriptions" **Course Descriptions** in the left hand navigational panel,

or by clicking on a course title in Degree/program listing (see below)

- UNIV 1010 - Introduction to Experiential Education

[Add to Catalog] [Print Course]

UNIV 1010 - Introduction to Experiential Education

1 credits

Introduction to SUUs unique experiential program designed to offer students exciting ways to integrate learning with real-world experience. (P/F) (Fall, Spring, Summer)

General Education Course: No

Once you have navigated to a course, click on "Add to Catalog" to add it to your "My Catalog"

A popup window will appear, and the **course** you added will automatically be placed under the correct header.

The following courses have been added to your Catalog:

Course Name	Remove
UNIV 1010 - Introduction to Experiential Education	☐
	[Remove]

To add a **program** to "My Catalog" navigate to the program using the methods shown above. Once you get to the program, click on the Maroon start in the upper right, to add to "My Catalog"

Click the start to add this program to your "My Catalog"

⭐ 🖨 ?

Accounting Composite, B.A.

General Education Core

See **General Education**

Core Course Requirement (Must take MATH 1050) **16-17** credits

Knowledge Areas Requirements (must take the following courses to fulfill both GE and School of Business requirements): PSY 1010 or SOC 1010 **16** credits

A popup window will appear, and the **program** you added will automatically be placed under the correct header.

The following programs have been added to your Catalog:

Program Name	Remove
Accounting Composite, B.A.	☐
	[Remove]

You can also add a search to "My Catalog." To do this, type a search term in the search box in the upper left hand corner of the navigation panel and click on the magnifying glass

Type in your search term(s) and click here.

The page will refresh and show your search results. In the upper right hand corner, you'll see a maroon star. To save your search, click on the star.

A popup window will appear, asking you to name your search. Type a name and click on "OK"
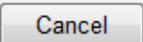
A popup window will appear, and the **search** you added will automatically be placed under the correct header.

The following saved searches have been added to your Catalog:

Saved Search Name	Remove
Accounting Search [2012-2013 General Catalog]	☐
	Remove

Once you've logged into your "My Catalog" you'll remain logged in until you close your browser window.

You can access your "My Catalog" account from any computer that will allow you to view the E-catalog.

Go to: http://catalog.suu.edu/ and click on "My Catalog" at the bottom of the navigation panel. Enter your user name and password and click on "Login"

My Catalog

If you have a login account, you can retrieve everything in your Catalog from a previous visit by logging in below.

If you are a new user, you can create an account, which will allow you to save your Catalog and access it later.

If you forgot your password, enter your e-mail address only and click *Reset Password*.

E-mail Address:
catalog@suu.edu

Password:
••••••••

Login   Reset Password

To remove items from your Catalog, check boxes next to the item to remove and click the *Remove* button.

All the items you added in your previous sessions will appear under the appropriate headers (e.g.- Courses, Programs, Navigation links, etc).

If you have forgotten your password, click on the "Reset Password" button. You'll get a notification message in blue text.

My Catalog

If you have a login account, you can retrieve everything in your Catalog from a previous visit by logging in below.
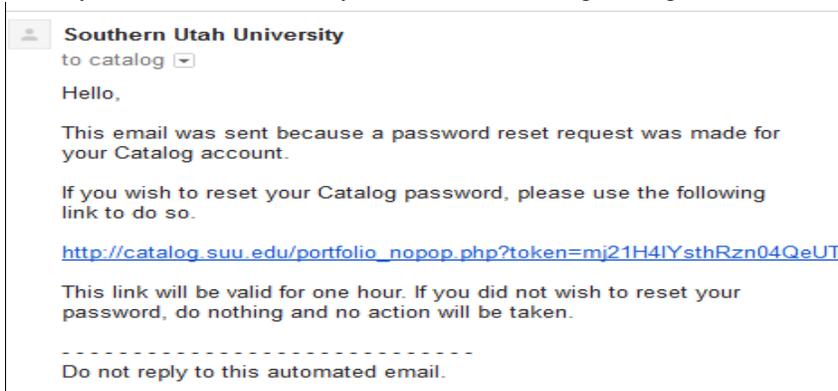
If you are a new user, you can create an account, which will allow you to save your Catalog and access it later.

If you forgot your password, enter your e-mail address only and click *Reset Password*.
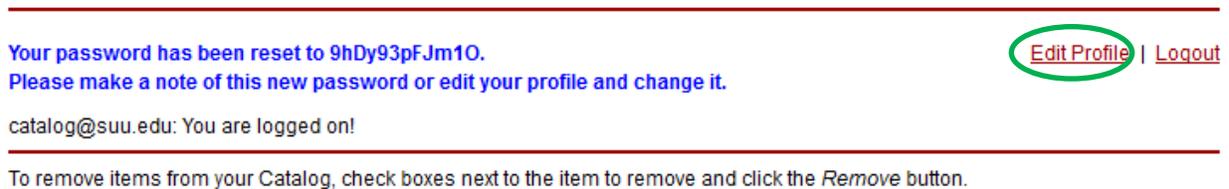
A password request email has been sent to catalog@suu.edu. You must respond to this email to reset your password.

E-mail Address:

Password:

Login   Reset Password

Check your email account, and you'll see the following message.

Southern Utah University
to catalog ▾

Hello,

This email was sent because a password reset request was made for your Catalog account.

If you wish to reset your Catalog password, please use the following link to do so.

http://catalog.suu.edu/portfolio_nopop.php?token=mj21H4IYsthRzn04QeUT

This link will be valid for one hour. If you did not wish to reset your password, do nothing and no action will be taken.

- -
Do not reply to this automated email.

Click on the link in the email. You'll be taken to your "My Catalog" account page. You'll be assigned a new password:

Your password has been reset to 9hDy93pFJm1O.   Edit Profile | Logout
Please make a note of this new password or edit your profile and change it.

catalog@suu.edu: You are logged on!

To remove items from your Catalog, check boxes next to the item to remove and click the *Remove* button.

If you'd like to change your password, click on "Edit Profile" and then click on the "Change Password" link

My Catalog

You may change your account login by entering a new e-mail address below and clicking the Send button. To change your password, click on the Change Password link.

You must complete * required fields

* E-mail Address:
catalog@suu.edu   Change Password

Save Changes   Cancel

A small popup window will appear. Enter your new password as indicated and click on "Reset"

Southern Utah University   Close Window
Change Password

Enter your new password and confirmation.

Password: Confirm Password:
••••••••   ••••••••   Reset

The popup screen will refresh, and indicate that your password was updated successfully.

Southern Utah University

Change Password

Enter your new password and confirmation.

Password updated successfully.

Next time you log in to the system, use the new password you selected