Bulletin Fact Sheet

Capital University
Ask. Think. Lead.

Where do I access the Bulletin?

http://bulletin.capital.edu/   or

http://www.capital.edu/registrar/

- The Bulletin is your best resource for up-to-date course and major information.
- Browsing the Bulletin is accomplished by clicking on navigation links located on the left of the front page. The top link is always *Bulletin Home* and will take the user to the front page of the current catalog.
- Help is available to users through a *Help* button that opens a pop up window to display help.

How can I retrieve Bulletin data?

- To use the Bulletin Search, simply enter a search keyword or phrase and click the GO button. The search will attempt to find any matching data in the bulletin including courses, programs and departments or other data.
- To navigate among the different pages of search results, simply click on the page number to view. If there are more than ten pages of results, you can jump ten pages at a time backward or forward within the result lists by clicking the Back 10 and Forward 10 links. You can always jump to the first or last page of results by clicking on the first and last page numbers. The page of results you are currently viewing will always be highlighted.

How can I search for a particular course?

This can be done two different ways.

1. Select "Course Description" courses can be filtered using a prefix, course code, or by keywords or any combination.
2. Select "Undergraduate Program and Department Information," Choose a Program, Select a Course, the course description, credits, pre-requisites will appear. The course description can be printed at this point.

Can I print pages of the Bulletin?
>You may easily print any page of the Bulletin by using a variety of different methods. To print a page, scroll to the bottom of the page and click on the "▤ Print this page." link. A new pop up window will open up with just the body of the page in it (no navigation or header). This page will then automatically attempt to print. If the page with the "▤ Print this page" link on it is already a popped up window, it will just attempt to print the current window.

Will I receive a print copy of the Bulletin?
>No. The online Bulletin is a cost-efficient communication tool designed specifically to support a distributed process within the University for the editing and approval of the Bulletin. This method empowers editors across campus with the ability to engage in a collaborative edit-and-approval process. *(Those that help edit the Bulletin will be notified at a later date regarding training.)*

What if I notice an error in the Bulletin?
>Information in this bulletin is considered accurate as of fall 2011-12. The University reserves the right to change courses, programs, fees or to make other changes deemed necessary or desirable, giving advance notice of change when possible.
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>Any curriculum or program corrections should be reported to your Department Chair and/or your Assistant Dean. Any other non-curriculum edits can be emailed to bulletin@capital.edu. Corrections made to the catalog are live in real-time and deliver a highly interactive catalog for our students and faculty.