**Searching the Bulletin**

When completing Proposal Form A Item 6, it is important to identify all places in the Bulletins that could be impacted by a proposal in order to ensure that changes are made everywhere they are needed when producing the new version of the bulletin.

Notes:

* For current and proposed bulletin descriptions of courses, double check that you are including the current bulletin description in Proposal Form A Item 3 by searching the most recent bulletin for the course (Prefix and number).
* When undergraduate course prefixes, numbers or titles are changing or are being deleted be sure to also search the graduate bulletin, since many graduate courses list undergraduate prerequisites in order to inform graduate students of specific content knowledge that will be expected of them.

1. Go to the most recent bulletin main page (from <http://bulletin.appstate.edu/>) and click on “Advanced Search.”
2. Select all search categories.
3. In most cases it is reasonable to check “Find whole word or phrase only.”
4. Enter in the course (prefix and number), program (name or code) or keyword and press “Search.” Note that there may be several pages of information, so be sure to check for multiple pages under each search category.
5. Provide a complete listing of all courses and programs in Form A Item 7; it is also acceptable to attach screenshots of the search results.

