Introducing the UNCP Online Catalog

For 2016-17, the print edition of the UNCP Academic Catalog, together with the PDF and HTML versions, will be replaced by a new online catalog. This document provides an overview of how to navigate the online catalog and how to use some of the new features, such as the Portfolio and the Degree Planner, that were not available in previous years.

A limited number of printed copies of the 2016-17 catalog will be available for faculty and staff through their departments and for students to purchase at the UNCP Bookstore.

Accessing the Catalog

The catalog can be accessed at the following web address: catalog.uncp.edu

(Instructions for accessing the catalog through the UNCP website, and on mobile devices, still need to be developed. Recommendations on browsers should probably also be included.)

Browsing the Catalog

Catalog Home
General Information
Academic Calendar
Academic Services and Facilities
Undergraduate Core Requirements
Undergraduate Academic Policies
Undergraduate Admissions
Student Finances
Student Affairs
College of Arts and Sciences
School of Business
School of Education
Entrepreneurship and Bachelor of Interdisciplinary Studies
Maynor Honors College
School of Graduate Studies and Research
All Programs
Course Descriptions
History and Structure of the University
Scholarships and Awards
Campus Map
Faculty
My Portfolio

You may easily browse through the catalog by starting with the different navigation links on the left side of the page. These navigation links are similar to the major sections listed in the Table of Contents of previous years' print catalogs.

Some links at the top and bottom of the navigation display pages with information about the University, its policies and services, and other related information. Links in the middle of the navigation display all of the University's current academic programs and courses. These are grouped by schools/colleges (in the left-hand navigation) and then, within each school/college, by departments.

Most pages will show "Go to Information..." links following a school/college or department. Click on that link to display complete information about that school/college or department.

Within each department, program and course titles are almost always shown as links. Clicking on a program title will display all the related information for the program. Clicking on a course title will display the course description and other information about the course below the course title; clicking on the course title again will collapse that information. (Course information may be shown in a pop-up window if you have an older browser.)

While a program or course is displayed, you can click on the Add to Portfolio link to add it to your personal Portfolio for later retrieval. See below to learn more about using the Portfolio feature.

Searching the Catalog

The Catalog Search (shown at the top of the navigation on the left side of the page) allows quick retrieval of catalog content. You can simply enter a search keyword or phrase and press ENTER. The search will find any matching content in the catalog, including courses, programs, school/colleges, departments, or other narrative content.

For more precise searching of the catalog content (recommended), click on the Advanced Search link below the regular search form to display the search options. To limit your search to only specific types of catalog content, check only the boxes for content categories you wish to include in your search. Check the "Whole Word/Phrase" check box to search for an exact match for a keyword or phrase.

When searching for courses in the Advanced Search, click "Show Prefix List" to display a list of all course prefixes available in the catalog. You may enter a keyword phrase that includes a course prefix and number (like "ENG 1050") to better locate a specific course. The closest available matches will be returned first.

After entering all your search information in the Advanced Search, click the Search button to perform the search.

Using the Portfolio Feature ★

You should create your own personal Portfolio and then add items to it as you browse through the online catalog. The Portfolio feature will retain a list of courses, programs, pages, divisions, and saved searches that you have found interesting and wish to save for future visits to the online UNC Pembroke catalog. The Portfolio feature is based on an account system. You must create an account in order to permanently store items in the Portfolio feature.

Create a Portfolio Account: To create a Portfolio account, simply choose My Portfolio at the bottom of the left-hand navigation and click on the create an account link. Now enter a valid email address and a password. The account will be created, and you will be logged in automatically. Any items you had already added to your Portfolio will now be stored permanently in your account.

Login and Logout of the Portfolio Feature: To login to your Portfolio account, simply choose My Portfolio from the left-hand navigation, enter your email address and password, and click the Login button. (If you have forgotten your password, just enter your email address and click the Reset Password button. An email will be sent to the email address you used to sign up for your My Portfolio account with a link that will enable you to reset your password.) To logout, simply view your Portfolio and click the Logout link at top right.

Add Items to Your Portfolio: To add items, click the Add to Portfolio link ★ for the item in which you are interested. This will open a new pop-up window that displays all items currently in your Portfolio.

Remove Items from Your Portfolio: You may remove items from your Portfolio by selecting the checkboxes next to them and clicking the Remove button.

Edit Your Portfolio Profile: To edit your Portfolio account information, login to your Portfolio account and click on the Edit Profile link at the top right of the Portfolio feature. You may change your account login by entering a new email address and clicking the Send button. To change your password, click on the Change Password link. A pop up window will prompt you for a new password. Enter a new password and confirmation and click the Reset button. When you are finished, you may close the pop up window.

Printing Pages of the Catalog

To print a page*, click the print link . The "Print Friendly" version will open up with just the content of the page in it (no navigation or header). If you click the print link on a "Print Friendly" page, the browser will pop up with the print dialog, allowing you to print that page; you may also use the print dialog to save the page as a PDF file rather than sending it to a printer. (If your browser does not support the print link, you may need to use the operating system or web browser's built in print functions instead—or choose a different browser.)

> *A "page" in the online catalog consists of all information displayed when you scroll through a specific link. Clicking the print link will print all of this information (or save it to a single PDF file), even if it is longer than a single physical page in the hard copy.

Using the Degree Planner

While a program is displayed, you can click on the Degree Planner link to generate a "Print Friendly" checklist of all requirements for that program. If you click the print link at the top or bottom of this checklist, the browser will pop up with the print dialog, allowing you to print a hard copy of the checklist and/or save it as a PDF file.

Students who have declared a major should print/save a checklist for their degree program and update it each semester. Academic advisors may wish to create a checklist for each of their advisees.

All students, including those who have not yet declared a major, can print/save a separate checklist for General Education. These requirements can be displayed by clicking on the General Education Program link in any degree program or through the Undergraduate Core Requirements link in the left-hand navigation.

Selecting a Different Catalog

The most recent catalog (currently 2016-17) will be displayed when you first access the e-catalog Gateway, and this is the one you should use unless you have a specific need for information from a previous year's catalog. When previous years' catalogs are available, you will see a dropdown box toward the top of the page with the name of the current catalog. (If you do not see the dropdown box, then only a single catalog is currently published.)

Clicking the dropdown box provides access to earlier archived catalogs. Selecting an alternate catalog will load it into the Gateway. Each page displayed will have an [ARCHIVED CATALOG] alert at the top to remind you that you are in an earlier year's catalog. Return to the dropdown box, scroll back up to current catalog, and select that when you want to return to the current catalog.