




CATALOG FORM SUBMISSIONS USING ONEDRIVE

OFFICE OF THE ASSOCIATE PROVOST FOR ACADEMIC PROGRAMS
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE



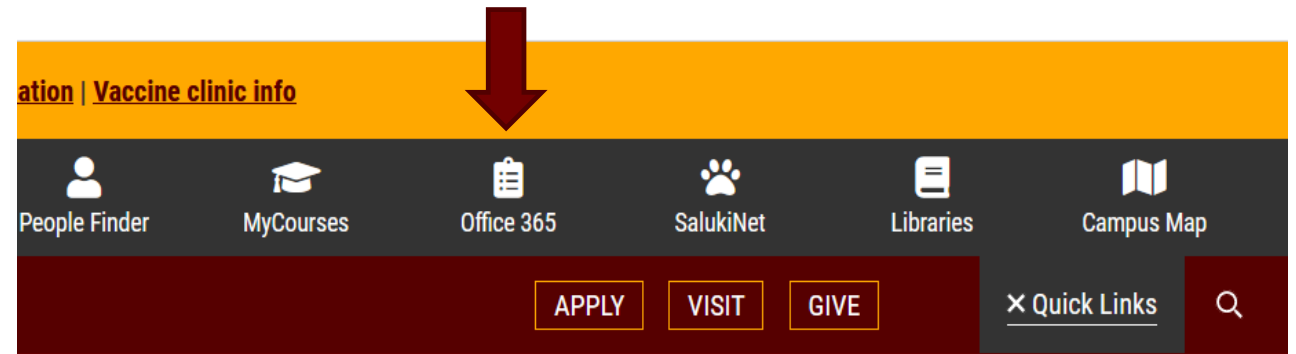
LEARNING OUTCOMES

At the end of this presentation, you will be able to:

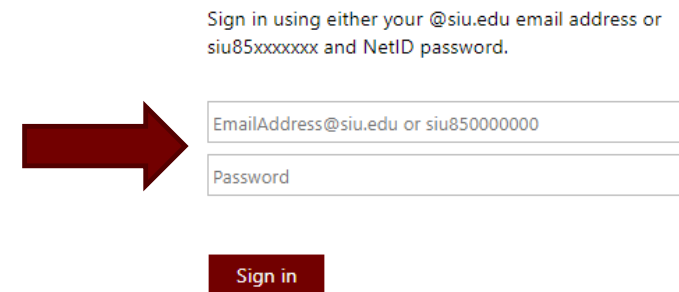
- Successfully access OneDrive
- Navigate unit folders and upload documents
- Sync OneDrive, recognize the benefits of doing so, and learn additional campus resources for OneDrive support
- Gain a working knowledge of the catalog form process, including corrections for common errors
- Access and utilize the catalog form tracking document

ACCESSING ONEDRIVE – 3 SIMPLE STEPS

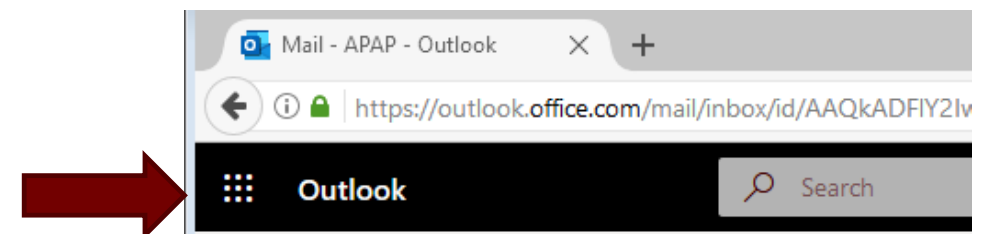
1. Open SIU.edu, select Quick Links, and click on Office365



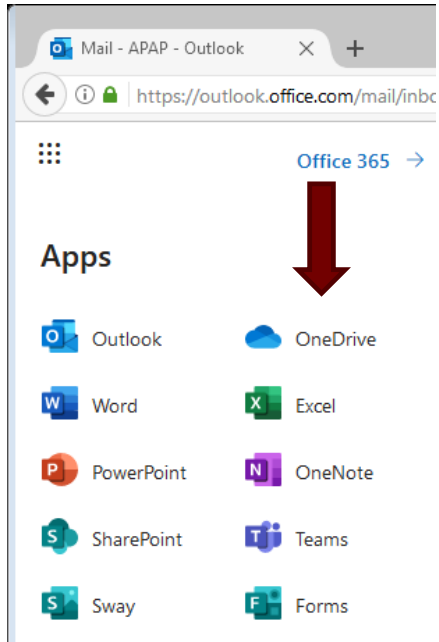
2. Log in using your DawgTag and password



3. Click the App Launcher grid and select OneDrive

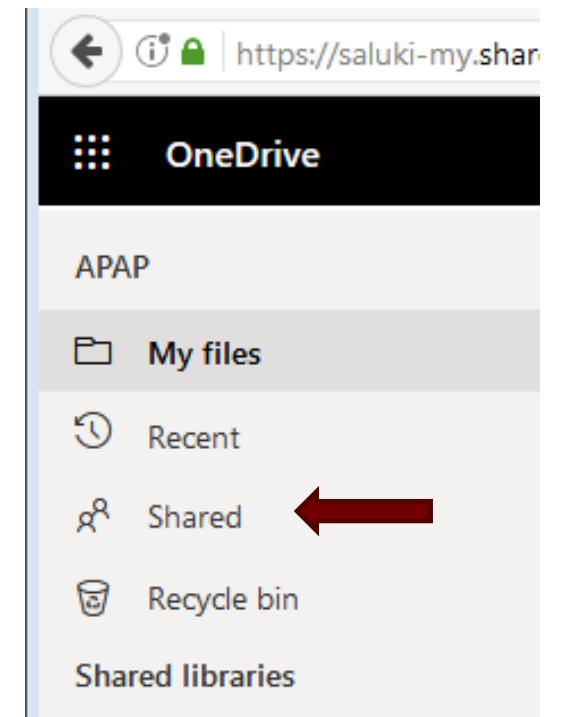


ACCESSING ONEDRIVE, CONTINUED



Select OneDrive from App Launcher menu.

Select 'Shared' to open the files and folders other users have shared with you.



BANNER CODES



Unit Name	Banner Code
College of Agricultural, Life and Physical Science	AL
College of Arts and Media	AM
College of Business and Analytics	BY
College of Engineering, Computing, Technology, and Mathematics	ER
College of Health and Human Sciences	HH
College of Liberal Arts	LA
School of Education	EE
School of Law	LW
School of Medicine	MD
Interdisciplinary	ID
Graduate School	GS

UNIT FOLDERS

Unit folders are titled 'Forms 90 and 90A' plus the Banner code for your College or School.

For example: Forms 90 and 90A – AL

Shared with you

 Name ▾	Date shared ↓ ▾	Shared by ▾	Activity ▾
 Forms 90 and 90A - AL	18 days ago	APAP	APAP modified 18 days ago

- You will only have access to your unit's folder.
- APAP has limited access to deans, associate deans, and primary support staff. Additional access can be requested by emailing APAP@siu.edu.
- Form 100s, TEP-specific forms, and other catalog documentation can also be submitted using these folders.

UNIT FOLDERS, CONTINUED


My files > Forms 90 and 90A - AL 


 Name 

 Other AL Forms


 School of Agricultural Sciences

 School of Biological Sciences

 School of Chemical and Biomolecular Sciences

 School of Earth Systems & Sustainability

 School of Forestry and Horticulture

 School of Physics and Applied Physics

For ease of organization, college folders contain sub-folders for schools, along with blank forms for the 2025-2026 catalog cycle.

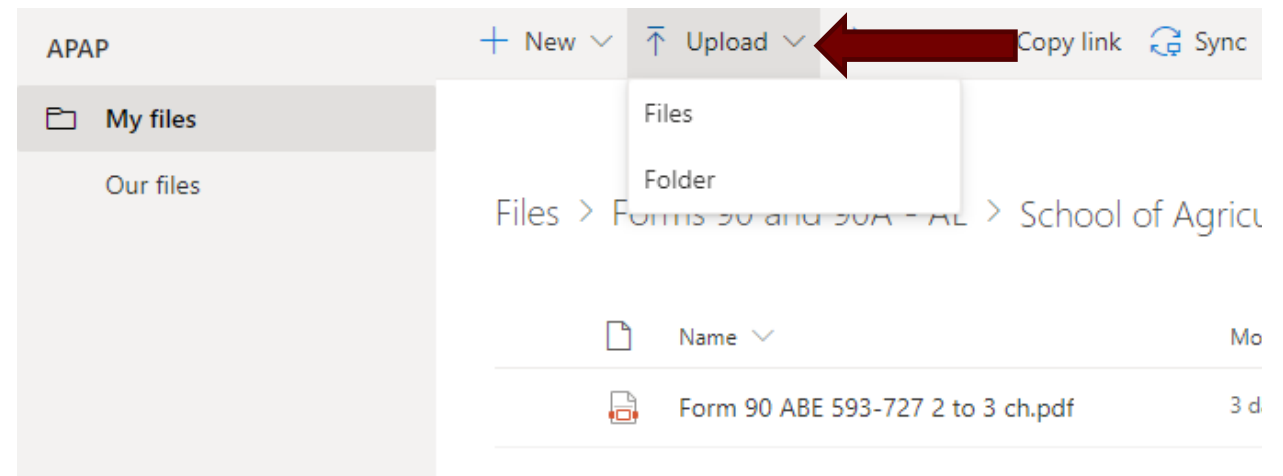
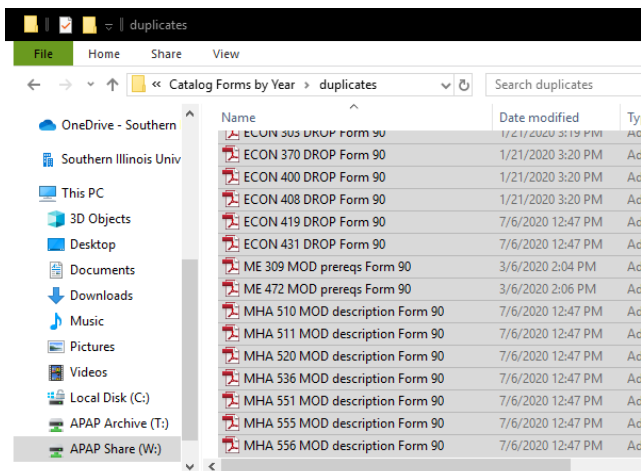


FILE SUBMISSION

Two options for submitting files:

1. Drag and drop from your computer (File Explorer)

2. Select 'Upload' in OneDrive and choose the files to submit








Upload completed forms to the appropriate department or school sub-folder. Additional sub-folders can be added if necessary.

FILE SUBMISSION, CONTINUED

How do I know my files were received?

APAP staff will move all received files into sub-folders marked as 'Received by APAP'.

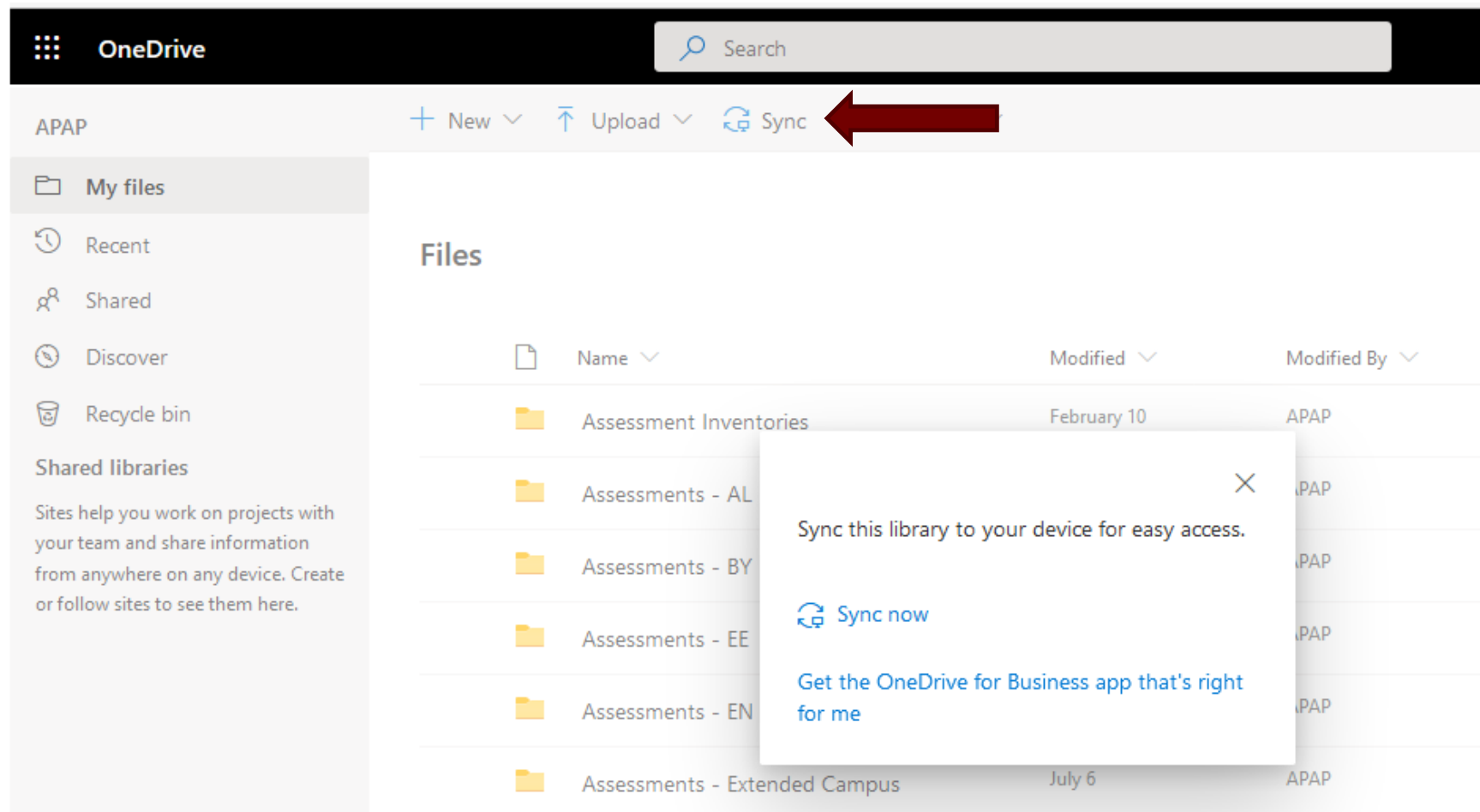
My files > Forms 90 and 90A - HH > School of Aviation 

 Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
  Received by APAP	A few seconds ago	APAP	0 items	 Shared

- Do not edit or alter any file that APAP staff has marked as received.
- If revised or edited forms are necessary after a file is marked as received, advise apap@siu.edu and add a notation to a new uploaded document file name, for example:
 - Original - CMST 250 MOD description Form 90.pdf
 - Resubmission - CMST 250 MOD description Form 90 – V2.pdf

SYNCING ONEDRIVE

Sync OneDrive to your device (computer, tablet, or phone) by clicking 'Sync' and following the prompts.



Syncing allows users to manage files using File Explorer instead of logging in through the online portal.

Additional information, training, and support for OneDrive is available through the **Office of Information Technology**.

<https://oit.siu.edu/crc/training/microsoft/onedrive/>

APAP PROCESS

Naming Conventions



The APAP Office uses the following naming conventions for catalog forms:

- Form 90
 - Form 90 names include the course prefix and number and the action requested in all caps, then the file type. For example: **ECON 123 ADD Form 90** or **MHA 550 MOD hours Form 90**
- Form 90A
 - Form 90A names include the file type, then the college/school Banner code, degree type, and the program abbreviation separated by underscores. For example: **90A LA_BS_LCIS** or **90A ER_MS_BME**

APAP PROCESS, CONTINUED

Submission Deadlines:



- The submission deadline is **October 1st**.
- APAP Staff will monitor all folders closely during the submission cycle, which is mid-August – October 1st.
- If you have time-sensitive forms – Form 90s which need to be processed into Banner for the next semester – notify us at APAP@siu.edu.

APAP PROCESS, CONTINUED

APAP Catalog Tracking Log – shared and viewable through OneDrive.

Column Content:

A. Received Date

B. Form Type

C. Course or Program to be edited

D. Description of Request

* Note: Separate Worksheets for each College

	A	B	C	D	E	F	G	H
	Date Submitted to APAP	Form Type (90/90A)	Course or Degree Name	Request Type	UG, GS, or Both	Date Sent to Registrar	Comments	SG Completion Date
2	01.02.20	90	CARE 461/REHB 461	MOD prefix	Both	07.08.20	RME - REHC and COED	07.17.20
3	01.02.20	90	CARE 513/REHB 513	MOD prefix	Both	07.08.20	RME - REHC and COED	07.17.20
4	01.02.20	90	CARE 533/REHB 533	MOD prefix and title	Both	07.08.20	RME - REHC and COED	07.17.20
5	01.02.20	90	CARE 551/REHB 551	MOD multiple changes	Both	07.14.20	RME - REHC and COED	07.17.20
6	01.02.20	90	CARE 575/REHB 575	MOD multiple changes	Both	07.08.20	RME - REHC and COED	07.17.20
7	02.20.20	90A	MHA_HADM	front matter	GS			
8	02.20.20	90	RAD 459	MOD hours	UG	07.08.20		07.10.20
9	02.20.20	90	MHA 510	MOD description	GS	07.08.20		
10	02.20.20	90	MHA 511	MOD description	GS	07.08.20		
11	02.20.20	90	MHA 520	MOD description	GS	07.08.20		
12	02.20.20	90	MHA 536	MOD description	GS	07.08.20		
13	02.20.20	90	MHA 551	MOD description	GS	07.08.20		
14	02.20.20	90	MHA 555	MOD description	GS	07.08.20		
15	02.20.20	90	MHA 556	MOD description	GS	07.08.20		
16	02.20.20	90	MHA 566	MOD description	GS	07.08.20		
17	02.20.20	90	MHA 575	MOD description	GS	07.08.20		
18	02.20.20	90	MHA 580	MOD description	GS	07.08.20		
19	02.20.20	90	MHA 582	MOD description	GS	07.08.20		
20	02.20.20	90	MHA 585	MOD description	GS	07.08.20		
21	02.20.20	90	MHA 593	MOD description	GS	07.08.20		
22	02.26.20	90A	PHD_OT	add new program	GS			
23	02.26.20	90A	PHD_PT	add new program	GS			

E. Catalog to be edited

F. Date submitted to Registrar

G. Comments by APAP staff or Registrar staff

H. Form 90 Completion Date

APAP PROCESS, TRACKING LOG

- The tracking log is titled 'Form 90-90A Tracking Log 2025-2026'
- The spreadsheet will be updated regularly.
- Will provide transparency into the processing timeline and show completion dates for Form 90s.
- Use to confirm that APAP received your documents and if they've been approved and submitted to the Registrar's office.
 - Should eliminate redundant submissions.
 - Provide at-a-glance tracking to all colleges.
- If your college submitted forms that are not listed on the spreadsheet, please contact APAP@siu.edu.

TIPS AND HELPFUL INSIGHTS

- Forms must be complete when submitted, including all necessary unit signatures.
- Forms will still be accepted via email to APAP@siu.edu, but we encourage file submission through OneDrive.
- ‘Blanket Form 90s’ can be submitted if the same change is applied to multiple courses, such as prefix change.
- Syncing OneDrive makes file submission and management far more convenient. (OIT Team can help with issues.)
- OneDrive, when accessed through a web browser, does not allow for electronic signatures. OneDrive, when synced to your File Explorer, will allow for electronic signatures.
- APAP office will facilitate supplementary signatures, including UCC director, Honors director, and Graduate School director. Files should be marked when those signatures are needed.
- Remember, you know your curriculum better than anyone. Please do not assume ‘they’ll know what I mean’. Requested changes should be clearly marked and forms should be filled out completely.

COMMON FORM ERRORS

- Missing signatures – all unit-level signatures should be complete before submitting to APAP.
- Support staff CANNOT sign ‘on behalf of’ anyone for catalog forms.
- Missing syllabi – required when adding new courses. Do not include instructor names.
- Graduate Credit – you must check yes or no. This prompts APAP staff to submit form for signature.
- Degree Attribute – mark if a course is UHON or UCC. This prompts APAP staff to submit form for signature.
- Co-Requisite or Crosslisted courses – these courses must be listed on the Form 90. Accompanying Form 90s for these courses are required to ensure continuity.
 - If additional Form 90s are needed outside your program/school/college, please contact the appropriate director or dean to advise that Form 90s are necessary. Include a copy of your Form 90 and any supporting documentation for their reference.
 - All Form 90s pending additional documentation are placed on hold until that documentation is received.

COMMON FORM ERRORS

- When DROPPING a course – if it is a pre-requisite for another course, a Form 90 is needed for that course to remove it as a pre-requisite.
- When DROPPING a course – remember that you need to remove it from your catalog page via a Form 90A. A Form 90A is necessary for every program's catalog page where that course appears.
- The same is true when renaming a course – every program's catalog page must be updated via a Form 90A.
 - For example - IST prefix changed to ITEC:
 - Form 90s submitted to change course names. (Blanket Form 90 appropriate here.)
 - Form 90A submitted to update catalog page for Information Technology
 - Additional Form 90As necessary for Electronic Systems Technologies (EST), as IST 209 is listed within their requirements table as an Approved Technical or Career Elective

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- Gain a working knowledge of the catalog form process, including corrections for common errors
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QUESTIONS?

Contact the APAP Office

APAP@siu.edu

453-7653

