Footnote Text

The primary use of footnote text is to create textual information that helps explain special circumstances regarding an equivalency.

Footnote Text Screen Format

Use this screen to view one or more footnotes, this can be done by all users

And/Or

Use this screen to add/delete and update existing footnotes; i.e. not all users will have authorization to add/delete and update.

Drop down box
Choose institution (Required)

Starting from number (optional)
Text box enter footnote number to start search

Suffix (optional)
Text box enter footnote suffix to start search

Other Searches:
Returns last updated footnote text

Continue
Displays list of footnotes

Clear Search Fields
Clear all fields on this page
**Footnote Sort Options:**
These sort options are available on the Footnote Table screen.

**Paging:** (First/Prev) 1, 2, 3, 4, 5, 6, 7, 8, (Next/Last)
Clicking on paging will sort through the list page by page or sort first/last by clicking words.

**Hyperlinks:**
- Footnote Number
- Footnote Suffix
- Footnote Text
- Update Date

Click once on hyperlink ascending sort order
Click twice on hyperlink descending sort order

---

### Footnote Text

<table>
<thead>
<tr>
<th>Footnote Institution</th>
<th>Footnote Number</th>
<th>Footnote Suffix</th>
<th>Footnote Text</th>
<th>Update Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW-La Crosse</td>
<td>1</td>
<td></td>
<td>STUDENTS SHOULD CONSULT WITH THE ACADEMIC DEPARTMENT AT THE INSTITUTION TO WHICH THEY ARE TRANSFERRING TO DETERMINE SPECIFICALLY HOW THE DEGREE CREDIT FOR THE COURSE MAY BE APPLIED.</td>
<td>02/19/2008 10:03</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>STUDENTS SHOULD CONSULT WITH THE ACADEMIC DEPARTMENT AT THE INSTITUTION TO WHICH THEY ARE TRANSFERRING TO DETERMINE WHETHER OR NOT DEGREE CREDIT WILL BE GRANTED FOR THE COURSE AND HOW ANY CREDIT MAY BE APPLIED.</td>
<td>02/19/2008 10:03</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td>STUDENTS MAY BE REQUIRED TO PROVIDE THE ACADEMIC DEPARTMENT WITH ADDITIONAL INFORMATION SUCH AS COURSE, COURRICULUM, SYLLABUS, TEXT, AND/OR INDIVIDUAL TEST RESULTS.</td>
<td>02/19/2008 10:03</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
<td>THE ADMISSION OFFICE AT THE INSTITUTION TO WHICH THE STUDENT IS TRANSFERRING WILL DETERMINE THE COURSE EQUIVALENT AND HOW THE DEGREE CREDIT WILL BE APPLIED.</td>
<td>02/19/2008 10:03</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td></td>
<td>NO CREDIT TOWARDS A DEGREE WILL BE GRANTED FOR THE COURSE.</td>
<td>02/19/2008 10:03</td>
</tr>
</tbody>
</table>
Search Footnote Text

Function: Available to all users

Requirement: Must choose Institution from the dropdown list before entering search criteria.

If an institution is not chosen and the CONTINUE button is pressed the following error will appear as a reminder to choose an institution.
To start the Search:
Click the down arrow to see the drop down list of institutions

Example: Choose UW LaCrosse from the drop down list

UW La Crosse appears in the Institution box

There are different options to search footnote text
Footnote Search : Option 1
Choose the Institution
Press the CONTINUE button

This is a complete list of all footnotes for UW LaCrosse

“Your Access is Read Only” message appears because not all users will have authorization to add/delete and update. If you are authorized to add/delete and update, the ADD NEW button will be displayed as in the screen below.
<table>
<thead>
<tr>
<th>Footnote Number</th>
<th>Footnote Text</th>
<th>Update Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>STUDENTS SHOULD CONSULT WITH THE ACADEMIC DEPARTMENT AT THE INSTITUTION TO WHICH THEY ARE TRANSFERRING TO DETERMINE SPECIFICALLY HOW THE DEGREE CREDIT FOR THE COURSE MAY BE APPLIED.</td>
<td>02/12/2008 10:03</td>
</tr>
<tr>
<td>2</td>
<td>STUDENTS SHOULD CONSULT WITH THE ACADEMIC DEPARTMENT AT THE INSTITUTION TO WHICH THEY ARE TRANSFERRING TO DETERMINE WHETHER OR NOT DEGREE CREDIT WILL BE GRANTED FOR THE COURSE AND HOW ANY CREDIT MAY BE APPLIED.</td>
<td>02/15/2008 10:03</td>
</tr>
<tr>
<td>3</td>
<td>STUDENTS MAY BE REQUIRED TO PROVIDE THE ACADEMIC DEPARTMENT WITH ADDITIONAL INFORMATION SUCH AS COURSE CURRICULUM, SYLLABUS, TEXT, AND/OR INDIVIDUAL TEST RESULTS.</td>
<td>02/12/2008 10:03</td>
</tr>
<tr>
<td>4</td>
<td>THE ADMISSIONS OFFICE AT THE INSTITUTION TO WHICH THE STUDENT IS TRANSFERRING WILL DETERMINE THE COURSE EQUIVALENT AND HOW THE DEGREE CREDIT WILL BE APPLIED.</td>
<td>02/15/2008 10:03</td>
</tr>
<tr>
<td>5</td>
<td>NO CREDIT TOWARDS A DEGREE WILL BE GRANTED FOR THE COURSE, AND NO CREDIT TOWARDS A DEGREE WILL BE APPLIED.</td>
<td>02/12/2008 10:03</td>
</tr>
</tbody>
</table>

Sort Options:

Paging: (First/Prev) 1, 2, 3, 4, 5, 6, 7, 8, (Next/Last)

Clicking on paging will sort through the list page by page or sort first/last by clicking words

Hyperlinks: Footnote Number

Footnote Suffix

Footnote Text

Update Date

Click once on hyperlink ascending sort order

Click twice on hyperlink descending sort order
Footnote Starting from Number: Option 2

Footnote starting from number

Choose the Institution – Example: UW LaCrosse
Choose the starting number – 1243

This function may be used to search for a starting number of an existing footnote text record.

Footnote Table screen appears with a message “Your Access is Read Only” i.e. not all users will have authorization to add/delete and update. If you have authorization to add/delete and update, the ADD NEW button will be displayed. If you are authorized to add/delete and update, the ADD NEW button will be displayed as in the screen below.
Note the return results start with footnote number 1243, "The starting from number" that was entered.

<table>
<thead>
<tr>
<th>Footnote Institution</th>
<th>Footnote Number</th>
<th>Footnote Suffix</th>
<th>Footnote Text</th>
<th>Update Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW-LA CROSSE</td>
<td>1243</td>
<td></td>
<td>SCAND 201 AT UW MADISON IS EQUIVALENT TO THE COMBINATION OF MGL 102 AND MGL 101 AT UW LA CROSSE</td>
<td>02/15/2008 10:03</td>
</tr>
<tr>
<td></td>
<td>1244</td>
<td></td>
<td>POLISH 301 AT UW MADISON IS EQUIVALENT TO THE COMBINATION OF MGL 102 AND MGL 101 AT UW LA CROSSE</td>
<td>02/15/2008 10:03</td>
</tr>
<tr>
<td></td>
<td>1245</td>
<td></td>
<td>SCAND 202 AT UW MADISON IS EQUIVALENT TO THE COMBINATION OF MGL 202 AND MGL 201 AT UW LA CROSSE</td>
<td>02/15/2008 10:03</td>
</tr>
<tr>
<td></td>
<td>1246</td>
<td></td>
<td>THE COMBINATION OF FRENCH 101 AND FRENCH 102 AT UW MILWAUKEE IS EQUIVALENT TO FRENCH 101 AT UW LA CROSSE</td>
<td>02/15/2008 10:03</td>
</tr>
<tr>
<td></td>
<td>1247</td>
<td></td>
<td>THE COMBINATION OF HEBR ST 101 AND HEBR ST 102 AT UW MILWAUKEE IS EQUIVALENT TO MGL 101 AT UW LA CROSSE</td>
<td>02/15/2008 10:03</td>
</tr>
<tr>
<td></td>
<td>1248</td>
<td></td>
<td>THE COMBINATION OF MATH 201 AND MATH 202 AT UW MILWAUKEE AREA TECH COLLEGE IS EQUIVALENT TO MTH 151 AT UW LA CROSSE</td>
<td>02/15/2008 10:03</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>THE COMBINATION OF NATSCI 225 AND NATSCI 226 AT MILWAUKEE</td>
<td>02/15/2008 10:03</td>
</tr>
</tbody>
</table>

**Sort Options:**

- **Paging:** (First/Prev) 1, 2, 3, 4, 5, 6, 7, 8, (Next/Last)
  - Clicking on paging will sort through the list page by page or sort first/last by clicking words

**Hyperlinks:**  
Footnote Number  
Footnote Suffix  
Footnote Text
Footnote suffix: Option 3
This function may be used to search for suffix

Footnote starting from suffix number
When entering a suffix you must enter a “Starting From” number and then the suffix, not all campuses use footnote suffix

Choose the Institution – Example: UW Green Bay
Choose the starting number -1083
Choose the suffix letter - A

Footnote Table screen appears with a message “Your Access is Read Only” i.e. not all users will have authorization to add/delete and update. If you have authorization to add/delete and update, the ADD NEW button will be displayed. If you are authorized to add/delete and update, the ADD NEW button will be displayed as in the screen below
Hyperlinks:
- Footnote Number
- Footnote Suffix
- Footnote Text
- Update Date

Click once on hyperlink ascending sort order
Click twice on hyperlink descending sort order

**Footnote Last Updated Date: Option 4**

This function may be used to search for the last updated date

Choose the Institution – Example: UW La Crosse
Choose the Last Update Between dates in the required format mm/dd/yyyy – Example: 01/01/2008 to 03/01/2008

Footnote Table screen appears with a message “Your Access is Read Only” i.e. not all users will have authorization to add/delete and update. If you have authorization to add/delete and update, the ADD NEW button will be displayed. If you are authorized to add/delete and update, the ADD NEW button will be displayed as in the screen below
<table>
<thead>
<tr>
<th>Footnote Institution</th>
<th>Footnote Number</th>
<th>Footnote Suffix</th>
<th>Footnote Text</th>
<th>Update Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW-La Crosse</td>
<td>205</td>
<td></td>
<td>NO DEGREE CREDIT WILL BE GRANTED FOR THE COURSE. HOWEVER, AS AN ALTERNATIVE, THE UW-La CROSSE MATH DEPARTMENT OFFERS TEST-OUT OPPORTUNITIES.</td>
<td>02/15/2008 10:03</td>
</tr>
<tr>
<td></td>
<td>502</td>
<td></td>
<td>THE COMBINATION OF CPS 105 AND CPS 111 AT UW COLLEGES IS EQUIVALENT TO CS 161 AT UW-La CROSSE.</td>
<td>02/15/2008 10:03</td>
</tr>
<tr>
<td></td>
<td>504</td>
<td></td>
<td>THE COMBINATION OF FOR 120 AND VAL 140 AT UW COLLEGES IS EQUIVALENT TO GEO 354 AT UW-La CROSSE.</td>
<td>02/15/2008 10:03</td>
</tr>
<tr>
<td></td>
<td>505</td>
<td></td>
<td>THE COMBINATION OF FOR 120 AND NAT 170 AT UW COLLEGES IS EQUIVALENT TO GEO 354 AT UW-La CROSSE.</td>
<td>02/15/2008 10:03</td>
</tr>
<tr>
<td></td>
<td>506</td>
<td></td>
<td>THE COMBINATION OF MAT 110 AND MAT 113 AT UW COLLEGES IS EQUIVALENT TO GEO 354 AT UW-La CROSSE.</td>
<td>02/15/2008 10:03</td>
</tr>
<tr>
<td></td>
<td>507</td>
<td></td>
<td>THE COMBINATION OF MAT 110 AND MAT 113 AT UW COLLEGES IS EQUIVALENT TO GEO 354 AT UW-La CROSSE.</td>
<td>02/15/2008 10:03</td>
</tr>
</tbody>
</table>

**Sort Options:**

- **Paging:** (First/Prev) 1, 2, 3, 4, 5, 6, 7, 8, (Next/Last)
  - Clicking on paging will sort through the list page by page or sort first/last by clicking words

- **Hyperlinks:**
  - Footnote Number
  - Footnote Suffix
  - Footnote Text
  - Update Date
  - Click once on hyperlink ascending sort order
  - Click twice on hyperlink descending sort order
Footnote Word Search: Option 4

Footnote Word Search
Choose the Institution – Example: UW La Crosse

The name of the institution is displayed on the top of the screen

In the “Search for what footnote text” field enter: ADMISSIONS
Text entry is not case sensitive upper and lower case words or
phrases will return the same results.

Click the CONTINUE button

The results show two footnotes with the word Admissions in the Footnote text.

Sort Options:

Paging: (First/Prev) 1,2,3,4,5,6,7,8, (Next/Last)
Clicking on paging will sort through the list page by page or sort first/last by clicking words

Hyperlinks:  Footnote Number
Footnote Suffix
Footnote Text
Update Date
Click once on hyperlink ascending sort order
Click twice on hyperlink descending sort order
Add Footnote

This function may be used to add footnote text records to the TIS database. You may only add footnote text records for your institution (i.e. if authorized for this function and your institution is the TO Institution). Footnotes numbered in the range 1-199 are systemwide footnotes and may be added or updated by System Administration staff only.

Function: Available to authorized users.

Requirement: Must choose Institution from the dropdown list before entering search criteria.

If an institution is not chosen and the CONTINUE button is pressed the following error will appear as a reminder to choose an institution.

There are 2 options for adding a footnote text:

Option 1 - Choose the institution and press continue button and the Footnote Table screen with the ADD NEW button available will display and the list of footnotes will be a complete list for the institution chosen.

Option 2 - Choose the institution and put in a “Starting From Number” or “Suffix”. Press the CONTINUE button and the footnote table screen with the ADD NEW button available will be displayed and the list of footnotes will start with the number or suffix that you entered.
Add Footnote: Option 1 (Choose Continue Button):

Select the “Footnote Text” option from the Maintenance Menu.

Determine the footnote number and text to be assigned.
Choose: UW Eau Claire as the institution from the drop down list.

Press CONTINUE button.
The Footnote Table screen appears with the ADD NEW button. Press the ADD NEW button.

The Add Footnote screen displays.
Footnote Institution number: Automatically filled in

For this example:
Enter Footnote Number (required field): 9999
Enter Suffix: A
Enter Footnote Text: This is a test -- adding a footnote
Press CONTINUE button

The Footnote Text return screen displays all footnote text to find 9999 use the sort options

Use the page sort: Choose (Last)

Footnote number 9999 appears on the list
The footnote and text has been added and the database has been updated.

Add Footnote: Option 2 (Choose Starting Number):

Select the “Footnote Text” option from the Maintenance Menu.

Determine the footnote number and text to be assigned.
Choose: UW Eau Claire as the institution from the drop down list
Enter Starting Number: 9386
Press CONTINUE button

The Footnote Text screen appears with the ADD NEW button. The starting number for the footnote list is 9386.
Press the ADD NEW button

The Add Footnote Screen displays

Footnote Institution number : Automatically filled in

For this example:
Enter Footnote Number : 9999
Enter Suffix : A
Enter Footnote Text: This is a test -- adding a footnote
Press CONTINUE button
The Footnote Text return screen displays all footnote text to find 9999 use the sort options.

Use the page sort: Choose (Last)

Footnote number 9999 appears on the list.

The footnote and text has been added and the database has been updated.
The footnote and text has been added and the database has been updated.

**Add Footnote: Option 3 (Choose Search Footnote Text):**

Select the “Footnote Text” option from the Maintenance Menu.

Determine the footnote number and text to be assigned.

Choose: UW Eau Claire as the institution from the drop down list.
Press CONTINUE button

The Search Footnote Text screen appears. Enter the word “Admissions” in the search field. Press SEARCH key.
The footnote table screen appears with the first footnote that contains the word "Admissions" at the top of the list.

Press the ADD NEW button
The Add Footnote Screen displays

Footnote Institution number : Automatically filled in

For this example:
Enter Footnote Number : 9999
Enter Suffix : A
Enter Footnote Text: This is a test -- adding a footnote
Press ADD FOOTNOTE button

The Footnote Table screen displays all footnotes
Use the page sort: Choose (Last)
Footnote number 9999 appears on the list

The footnote and text has been added and the database has been updated.
**Update Footnote**

This function may be used to update footnote records to the TIS database. You may only update footnote records for your institution (i.e. if authorized for this function and your institution is the TO Institution). Footnotes numbered in the range 1-199 are systemwide footnotes and may be added or updated by System Administration staff only.

**Function:** Available to authorized users.

**Requirement:** Must choose Institution from the dropdown list before entering search criteria. If an institution is not chosen

There are 2 options for updating a footnote text:

Option 1 – Choose the institution and press continue button and the Footnote Table screen with the ADD NEW button available will display and the list of footnotes will be a complete list for the institution chosen.

Option 2 – Choose the institution and put in a “Starting From Number” or “Suffix”. Press the CONTINUE button and the footnote table screen with the ADD NEW button available will be displayed and the list of footnotes will start with the number or suffix that you entered

**Update Footnote: Option 1 (Choose Continue Button):**

Select the ”Footnote Text” option from the Maintenance Menu.

Determine the footnote to be updated.
Choose: UW Eau Claire as the institution from the drop down list

Press CONTINUE button

The Footnote Table screen appears with the ADD NEW button

Click on the hyperlinked footnote number to be updated

For this example:
Use Footnote Number: 9999
To find this number use the page sort: Choose (Last)
Footnote number 9999 appears on the list

Click on the hyperlink for number 9999
The Update Footnote Screen displays
Footnote Institution number: Automatically filled in
Footnote Number: Automatically filled in (9999)
Suffix: Automatically filled in (A)
Footnote Text: Automatically filled in (This is a test – adding a footnote)

Make the changes for the update
For this example:
Change the Footnote Text: Add Update footnote Test

Press the UPDATE button
The Footnote Text screen displays
Use the page sort: Choose (Last)

Footnote number 9999 appears on the list
The footnote text has been updated and the database has been updated.

**Update Footnote: Option 2 (Choose Starting Number):**

Select the "Footnote Text" option from the Maintenance Menu.
Determine the footnote to be updated.

Choose: UW Eau Claire as the institution from the drop down list

Choose Starting from number: 9386

Press CONTINUE button

The Footnote Table screen appears with the ADD NEW button
Click on the hyperlinked footnote number to be updated
For this example:
Click on Footnote Number: 9999

The Update Footnote Screen displays
Footnote Institution number: Automatically filled in (A)
Footnote Number: Automatically filled in (9999)
Suffix: Automatically filled in (A)
Footnote Text: Automatically filled in (This is a test — adding a footnote)

Make the changes for the update:

For this example:
Change Footnote Text: Add Update footnote Test

Press UPDATE button
The Footnote Table screen displays
Use the page sort: Choose (Last)

Footnote number 9999 appears on the list
The footnote text has been updated and the database has been updated.

**Update Footnote: Option 3 (Choose Search Footnote Text):**

Select the "Footnote Text" option from the Maintenance Menu.
Determine the footnote to be updated.

Choose: UW Eau Claire as the institution from the drop down list

Press the CONTINUE button
The Footnote Text screen appears. Click the "Search footnote Text" button.

Enter the word "Admissions" in the search field. Press SEARCH key.
The footnote table screen appears with the first footnote that contains the word "Admissions" at the top of the list.

Press the ADD NEW button.

The Add Footnote Screen displays

Footnote Institution number : Automatically filled in
For this example:
Enter Footnote Number :  9999
Enter Suffix :  A
Enter Footnote Text: This is a test -- adding a footnote
Press CONTINUE button

The Footnote Table screen displays
Use the page sort: Choose (Last)

<table>
<thead>
<tr>
<th>Footnote Institution</th>
<th>Footnote Number</th>
<th>Update Date</th>
<th>Footnote Suffix</th>
<th>Footnote Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW-Eau Claire</td>
<td>1</td>
<td>07-16-2007</td>
<td>A</td>
<td>STUDENTS SHOULD CONSULT WITH THE ACADEMIC DEPARTMENT AT THE INSTITUTION TO WHICH THEY ARE TRANSFERRING TO DETERMINE SPECIFICALLY HOW THE DEGREE CREDIT FOR THE COURSE MAY BE APPLIED.</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>07-16-2007</td>
<td>A</td>
<td>STUDENTS SHOULD CONSULT WITH THE ACADEMIC DEPARTMENT AT THE INSTITUTION TO WHICH THEY ARE TRANSFERRING TO DETERMINE WHETHER OR NOT DEGREE CREDIT WILL BE GRANTED FOR THE COURSE AND HOW ANY CREDIT MAY BE APPLIED.</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>07-16-2007</td>
<td>A</td>
<td>STUDENTS MAY BE REQUIRED TO PROVIDE THE ACADEMIC DEPARTMENT WITH ADDITIONAL INFORMATION SUCH AS COURSE CURRICULUM, SYLLABUS, TEXT, AND/OR INDIVIDUAL TEST RESULTS.</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>07-16-2007</td>
<td>A</td>
<td>THE ACADEMIC OFFICE AT THE INSTITUTION TO WHICH THE STUDENT IS TRANSFERRING WILL DETERMINE THE COURSE EQUIVALENT AND HOW THE DEGREE CREDIT WILL BE APPLIED.</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>07-16-2007</td>
<td>A</td>
<td>NO CREDIT TOWARD A DEGREE WILL BE GRANTED FOR THE COURSE. STUDENTS WILL ONLY RECEIVE THE NUMBER OF CREDITS.</td>
</tr>
</tbody>
</table>

554 items found, displaying 1 to 20 [First/New] 1 2 3 4 5 6 7 8 Next/Last
The footnote and text has been added and the database has been updated.

**Delete Footnote**

Delete Footnote – equivalency programming has not been completed. To delete a footnote it must be removed from the associated equivalency record and that cannot be done at this point.

This function may be used to remove footnote text records to the TIS database. It’s primary use is to eliminate a record which is no longer being used or has major errors, usually prior to reading the correct footnote text. Before a record can be deleted, the footnote number must be removed from all associated equivalency records. Deletions may be done only to footnote text records for your institution (i.e. where your institution is the TO institution and when you are authorized to delete footnotes). Footnotes numbered in the range 1-199 are systemwide footnotes and may be deleted by System Administration staff.
only.

Function: Available to authorized users.

Requirement: Must choose Institution from the dropdown list before entering search criteria. If an institution is not chosen an error screen will appear.

There are 3 options for adding a footnote text:

Option 1 – Choose the institution and press continue button and the Footnote Table screen with the ADD NEW button available will display and the list of footnotes will be a complete list for the institution chosen.

Option 2 – Choose the institution and put in a “Starting From Number” or “Suffix”. Press the CONTINUE button and the footnote table screen with the ADD NEW button available will be displayed and the list of footnotes will start with the number or suffix that you entered.

Option 2 – Choose the institution and press “SEARCH FOOTNOTE TEXT” button. The Footnote Table screen with the ADD NEW button available will display and the list of footnotes will be the search criteria chosen.
Delete Footnote: Option 1 (Choose Continue Button):

Select the “Footnote Text” option from the Maintenance Menu.

Determine the footnote number and text to be deleted.
Choose: UW Green Bay as the institution from the drop down list.
Press CONTINUE button

The Footnote Table screen appears with the ADD NEW button

Choose the footnote from the list to be deleted

Choose footnote number by clicking on the number: 9999

The Update Footnote screen appears
The Update Footnote Screen displays

Footnote Institution number : Automatically filled in
Footnote Number : 9999 Automatically filled in
Verify that this is the correct footnote to delete
Press the DELETE button
The Footnote Table screen displays
Use the page sort: Choose (Last)
Footnote number 9999 is removed from the list and the database has been updated

Delete Footnote: Option 2 (Choose Starting Number):

Select the “Footnote Text” option from the Maintenance Menu.

Determine the footnote number and text to be deleted.
Choose: UW Green Bay as the institution from the drop down list
Enter Starting Number: 1890
Press CONTINUE button

Choose the footnote from the list to be deleted

Choose footnote number by clicking on the number: 9999

The Update Footnote screen appears
The Update Footnote Screen displays

Footnote Institution number: Automatically filled in

Footnote Number: 9999 Automatically filled in

Verify that this is the correct footnote to delete

Press the DELETE button
The Footnote Table screen displays
Use the page sort: Choose (Last)
Footnote number 9999 is removed from the list and the database has been updated

Delete Footnote: Option 3 (Choose Search Footnote Text):

Select the “Footnote Text” option from the Maintenance Menu.

Determine the footnote number and text to be assigned.
Choose: UW Green Bay as the institution from the drop down list
The Search Footnote Text screen appears.
Enter the word “suffix” in the search field.
Press SEARCH button.
The footnote table screen appears with the first footnote that contains the word “suffix” at the top of the list.

Choose footnote number by clicking on the hyperlinked number: 9999

The Update Footnote screen appears
The Update Footnote Screen displays

Footnote Institution number: Automatically filled in

Footnote Number: 9999 Automatically filled in

Verify that this is the correct footnote to delete

Press the DELETE button

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1701</td>
<td>07-13-2007</td>
<td>200 FOR 5 CREDITS &amp; HUMBiol ELECTIVE FOR 3 CREDITS. A GRADE OF &quot;C&quot; OR BETTER MUST BE EARNED FOR BOTH COURSES.</td>
</tr>
<tr>
<td>1703</td>
<td>07-13-2007</td>
<td>THE COMBINATION OF 806-102 AND 806-103 IS EQUAL TO HUMBiol 294 &amp; ELECTIVE CREDIT WHEN TAKEN TOGETHER. COURSE IS GIVEN ELECTIVE CREDIT.</td>
</tr>
<tr>
<td>1705</td>
<td>07-13-2007</td>
<td>THE COMBINATION OF 806-102 AND 806-103 IS EQUAL TO HUMBiol 294 &amp; ELECTIVE CREDIT WHEN TAKEN ALONE. COURSE IS GIVEN ELECTIVE CREDIT.</td>
</tr>
<tr>
<td>1707</td>
<td>07-13-2007</td>
<td>THE COMBINATION OF 806-102 AND 806-103 IS EQUAL TO HUMBiol 294 &amp; ELECTIVE CREDIT WHEN TAKEN TOGETHER. COURSE IS GIVEN ELECTIVE CREDIT.</td>
</tr>
<tr>
<td>1000</td>
<td>07-13-2007</td>
<td>A GRADE OF &quot;C&quot; OR BETTER MUST BE EARNED TO RECEIVE CREDIT FOR THIS COURSE.</td>
</tr>
<tr>
<td>1001</td>
<td>07-13-2007</td>
<td>A GRADE OF &quot;C&quot; OR BETTER MUST BE EARNED TO RECEIVE CREDIT FOR THIS COURSE.</td>
</tr>
<tr>
<td>1509</td>
<td>07-13-2007</td>
<td>THE COMBINATION OF 304-150, 304-131 FROM NWTIC IS EQUIVALENT TO MATH 101 FOR 3 CREDITS. GRADE OF &quot;C&quot; OR BETTER IS NEEDED FOR BOTH COURSES MUST BE TAKEN FALL 04 OR THEREAFTER.</td>
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<td>5001</td>
<td>07-13-2007</td>
<td>THE COMBINATION OF BOT 130 &amp; 220 101 AT ANY UW COLLEGE IS EQUIVALENT TO BOIL 203 FOR 5 CREDITS.</td>
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<td>9008</td>
<td>07-13-2007</td>
<td>THE COMBINATION OF MAT 110 &amp; 113 AT ANY UW COLLEGE IS EQUIVALENT TO UW-Green Bay's MATH 104 FOR 5 CREDITS.</td>
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The Footnote Table screen displays
Use the page sort: Choose (Last)
Footnote number 9999 is removed from the list and the database has been updated