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## Editing Catalog of Courses – Department Major and Minor Contracts

**Due By: May 27<sup>th</sup>**

Department Chairs/Program Advisors and Administrative Assistants,

The Catalog of Courses editing period for the 2024-25 Academic Year is now open! It is time to update your department's major and/or minor requirement contracts for the upcoming academic year. The Catalog of Courses editing period extends 2/19 – 5/27. This year's current catalog is visible from [The Catalog of Courses \(online\)](#) and will remain visible until next year's Catalog is published (typically wrapped up by end of June). As a reminder, this process is completed using Cascade, CC's web content management system and changes made during the editing period **will not be visible until after** the editing period closes.

### Outreach Reminder Schedule:

- Block 6: Week 4
- Block 7: Week 2, Week 4
- Block 8: Week 2, Week 4
- Final Week: Daily

### What Happens After You Submit:

Your page will be used to compare Stellic for accuracy and adjust, as necessary. A final Stellic PDF report will be emailed to you as a confirmation of completion.

Detailed editing instructions regarding the following can be found on: [CC Web > Registrar's Office > Faculty Resources > Editing the Catalog of Courses](#):

- **About the Catalog of Courses**
- **Importance of updating requirements during editing season**
- **About the collaboration with Stellic**
- **How to log in and access your department's Catalog of Courses pages for editing**
- **The information to be reviewed and updated:**
  - Faculty,
  - Intro Text
  - Major Requirements
  - Minor Requirements
  - *Don't forget, you will **not** need to review your actual course as this information is already maintained in Banner and feeds directly to the web.*

For any support through this process, please feel free to connect with Ashley Nicholas to make arrangements. If the contact for your page has been transferred over to another colleague, please notify Ashley of this change so she can connect further with the appropriate contact (see the attached for the current contact list).

Good Luck!



Phillip Apodaca, Registrar

Colorado College

## **ABOUT THE CATALOG OF COURSES**

The Catalog of Courses is considered an annual document of record and is hosted online at Colorado College. This document is dispersed between various web pages that are centralized on the Catalog of Courses main page. On this page are links to the following:

- All programs offered at Colorado College and the requirements to be adhered to for the upcoming academic year; program offerings range from department majors and minors and thematic or interdisciplinary minors.
- Active course offerings found under each corresponding Departmental Courses page.
- All-College/General Education requirements
- Academic and Student Life Policies
- Academic Resources
- Accreditation
- International Programs
- Tuition & Fees
- Financial Aid
- Writing Program

## **IMPORTANCE OF UPDATING REQUIREMENTS DURING EDITING SEASON**

Program requirements are updated to best accommodate student and curricular needs and changes are often requested for and approved throughout the duration of an academic year by faculty-led committees. However, unless explicitly approved and with good reason, any/all changes are considered effective the following academic year as the requirements for the active/current year are to be adhered to for the duration of a full academic year. Requirements posted to the pages on the Catalog of Courses are understood as program contracts for each major and minor offered at Colorado College. Editing season for these requirements take place during the Spring semester of the previous academic year to prepare for the start of the upcoming academic year in the Fall. During editing season, any changes that were made throughout the year should be entered and all information submitted is considered the program's current and active requirements that will remain in place for the duration of the upcoming academic year.

## **ABOUT THE COLLABORATION WITH STELLIC**

Implemented at the beginning of the 2020-21 academic year, Stellic is CC's degree progress planning and tracking platform and has become a central tool used by students and their advisors to help them explore program options and discuss feasibility in completing degree pathways that align with their academic and career goals. Within Stellic, students can access all active programs offered at CC and add them to their planners to see how they have and can progress through the given requirements. Students then may choose to commit to a program through an official declaration process overseen by the Registrar's Office. Because students are using Stellic to help them plan within their intended major(s) and possible minors, it is important that this platform remain the most current and true and since the Catalog of Courses is considered a program's contract page for the upcoming academic year, the editing season for the Catalog is a great time to also review the requirements listed in Stellic and updated as necessary. By having all sources of information match, student can be assured that their planning will help them succeed and graduate on time.

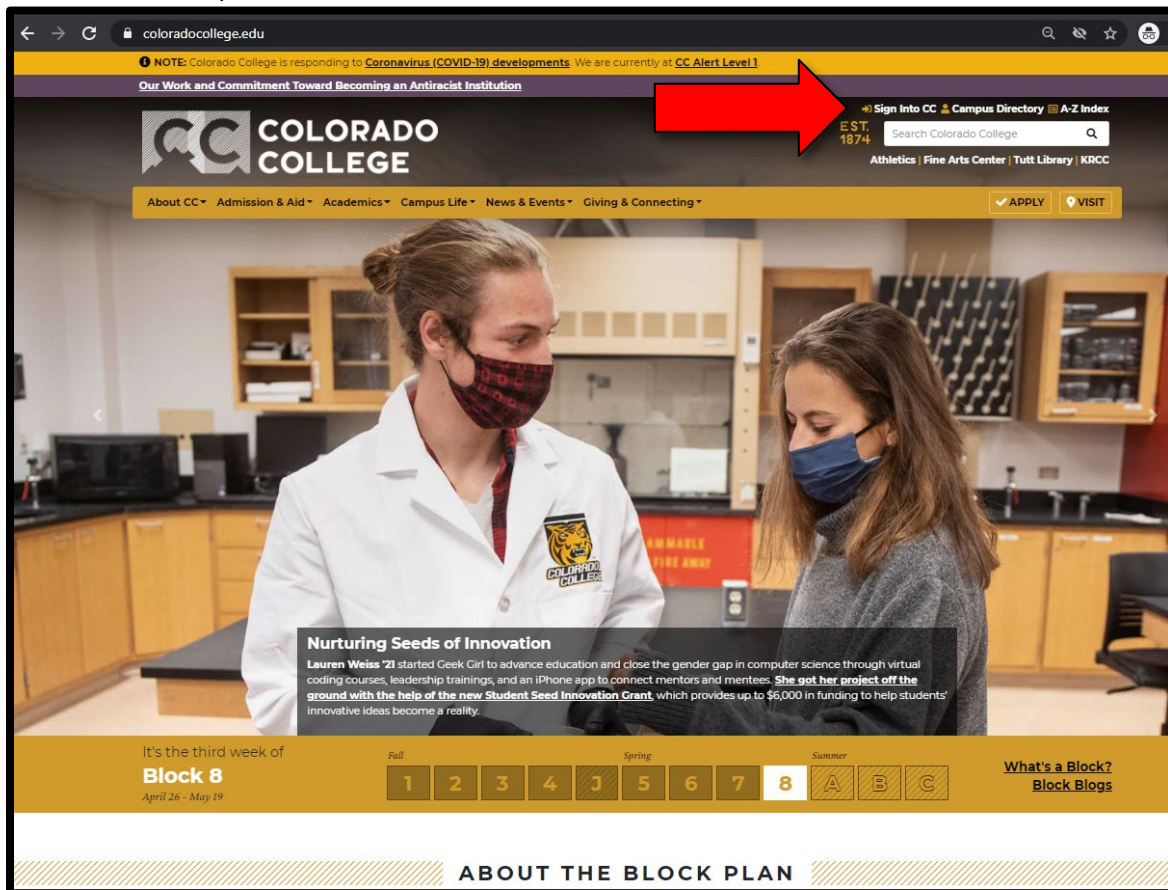
The following pages are a quick and helpful guide to success during any of the above mentioned preregistration periods\*

## HOW TO LOG IN AND ACCESS YOUR DEPARTMENT’S CATALOG OF COURSES PAGE

In order to access the **Catalog of Courses (online)**, you need to be able to navigate to the Single Sign-On page and will be asked to sign-in with your CC credentials. If you experience any technical issues or have trouble logging in from off-campus, please review ITS’s [webpage](#) for further assistance or contact the Help Desk at 719-389-6449 during regular business hours. For the purposes of this guide, we will assume you are able to log into Banner.

1. Logging into Self-Service Banner (SSB) from on campus is easy. First, you will need to navigate to the “**Sign into CC**” Login Page. If you are on the [CC home page](#). Locate “**Sign Into CC**” in the top right-hand corner of the homepage main screen.

See Below Example:



2. At the “Sign into CC” Login Page, click on **Cascade CMS**

See Below Example:



The screenshot shows the Colorado College website's "Sign into CC" login page. The page features a navigation bar with links for "About CC", "Admission & Aid", "Academics", "Campus Life", "News & Events", and "Giving & Connecting". Below the navigation bar, there are sections for "SIGN IN TO CC", "NEWS & ANNOUNCEMENTS", and "RECENT COLLEGE MESSAGES".

The "SIGN IN TO CC" section contains a grid of buttons for various services. A red arrow points to the "Show all buttons" link below the grid. A zoomed-in view of the "SIGN IN TO CC" grid is shown below, with a red arrow pointing to the "Cascade CMS" button.

**SIGN IN TO CC**

Email (Office 365)	Banner (SSB)
Canvas	CARE Team Report
Employment Portal	Events Management
INB 9 (Prod)	Qualtrics
Stellic	Summit
Zoom	

[Show all buttons](#)

**TIGER SERVICE AWARDS**

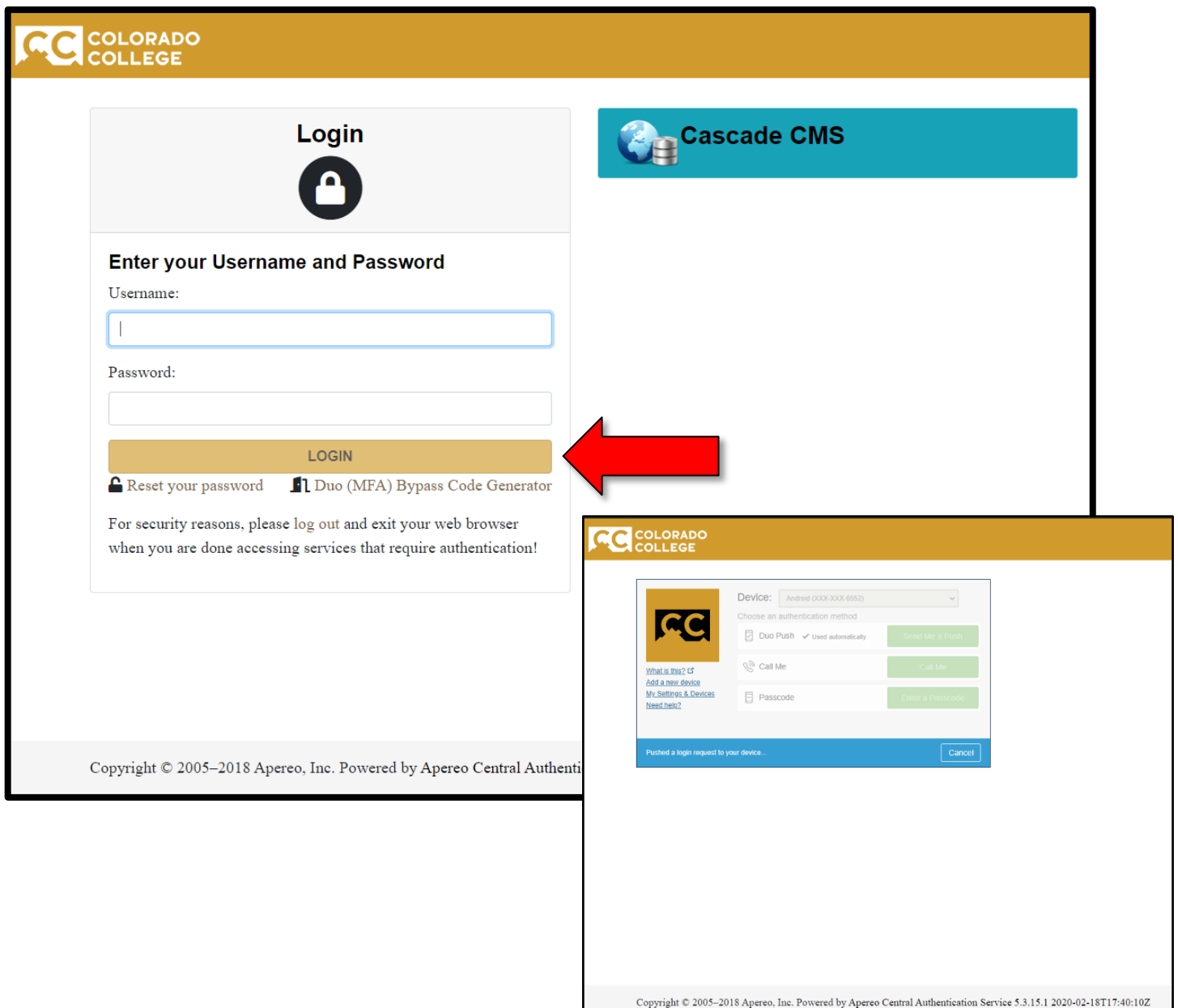
**SIGN IN TO CC**

Email (Office 365)	Banner (SSB)
24/7 Mental Health Support	Canvas
CARE Team Report	Cascade CMS
Email Marketing (Emma)	Employment Portal
Events Management	Faculty Book Adoptions
Financial Aid	Handshake
INB 9 (Prod)	IT Ticket
Maxient	Print Shop Orders
Qualtrics	Stellic
Summit	Title IX Report
YOU@CC	Zoom
Admission Portal	Athlete Portal
Gold Card Management	Billing Portal for Authorized Users

Banner TEST SSB and INB

3. At the secure log in screen, enter your login credentials. You will need:
- 1) **Username** = This is your Employee ID number (e.g. 02000000)
  - 2) **User Password** = This is your created password
  - 3) **Multi-Factor Authentication** = proceed through your MFA set-up.  
(if this is your first time logging in to SSB, contact the help desk to assign you a pin).

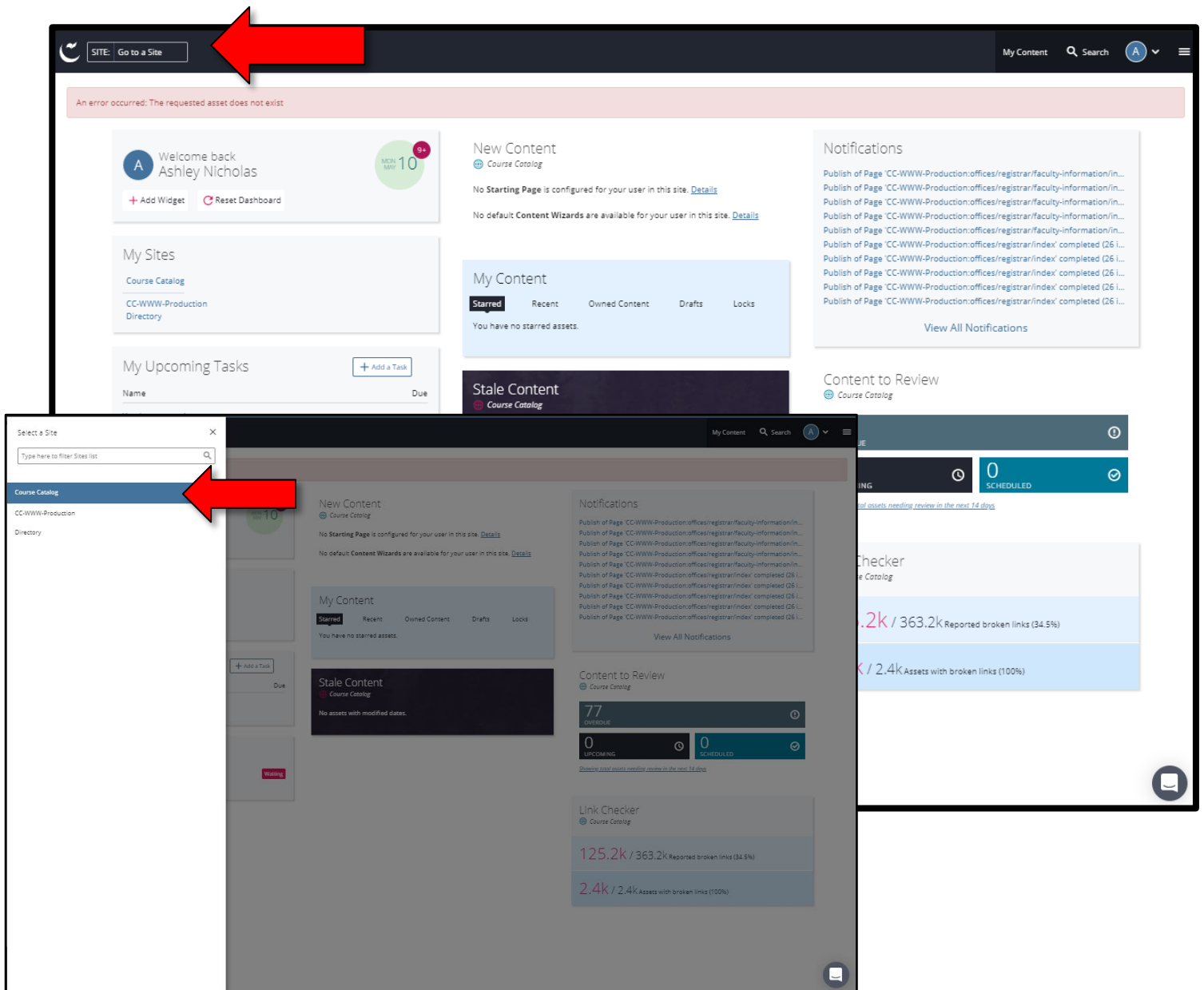
See Below Example:



The image shows two screenshots of the login process. The top screenshot is the main login page, which includes the Colorado College logo, a 'Login' header with a lock icon, and a form titled 'Enter your Username and Password'. The form has fields for 'Username:' and 'Password:', a 'LOGIN' button, and links for 'Reset your password' and 'Duo (MFA) Bypass Code Generator'. A red arrow points from the 'LOGIN' button to the bottom screenshot. The bottom screenshot is a Duo MFA authentication dialog. It shows the device name 'Android (000:000:6552)', a list of authentication methods (Duo Push, Call Me, Passcode), and a 'Pushed a login request to your device...' message with a 'Cancel' button. The footer of both screenshots reads 'Copyright © 2005–2018 Aperio, Inc. Powered by Aperio Central Authentication Service 5.3.15.1 2020-02-18T17:40:10Z'.

4. You are now successfully logged into Cascade CMS and will land on your dashboard's page. In the top left-hand corner, select the "Go to a Site" to select a site location. This will bring open a left-hand navigation panel where you will click on **Course Catalog** from your menu options.

See Below Example:



The image shows two screenshots of the Cascade CMS dashboard. The top screenshot shows the main dashboard with a red arrow pointing to the "Go to a Site" button in the top left corner. The bottom screenshot shows the "Select a Site" modal window with a red arrow pointing to the "Course Catalog" option in the left-hand navigation panel. The dashboard includes sections for "Welcome back Ashley Nicholas", "My Sites", "My Upcoming Tasks", "New Content", "Stale Content", "Notifications", "Content to Review", and "Link Checker".

5. This will bring you to the main folders of the Catalog of Courses. To begin, find the folder where your department's page lists under (either in the left-hand panel or in the middle of the screen). If you need help remembering, simply open a new browser window and paste this link to see the full list:  
<https://www.coloradocollege.edu/academics/curriculum/catalog/>

#### Folders to Choose From

**Documents** – *if you need to upload any attachments, feel free to store them in here*

**Departmental**

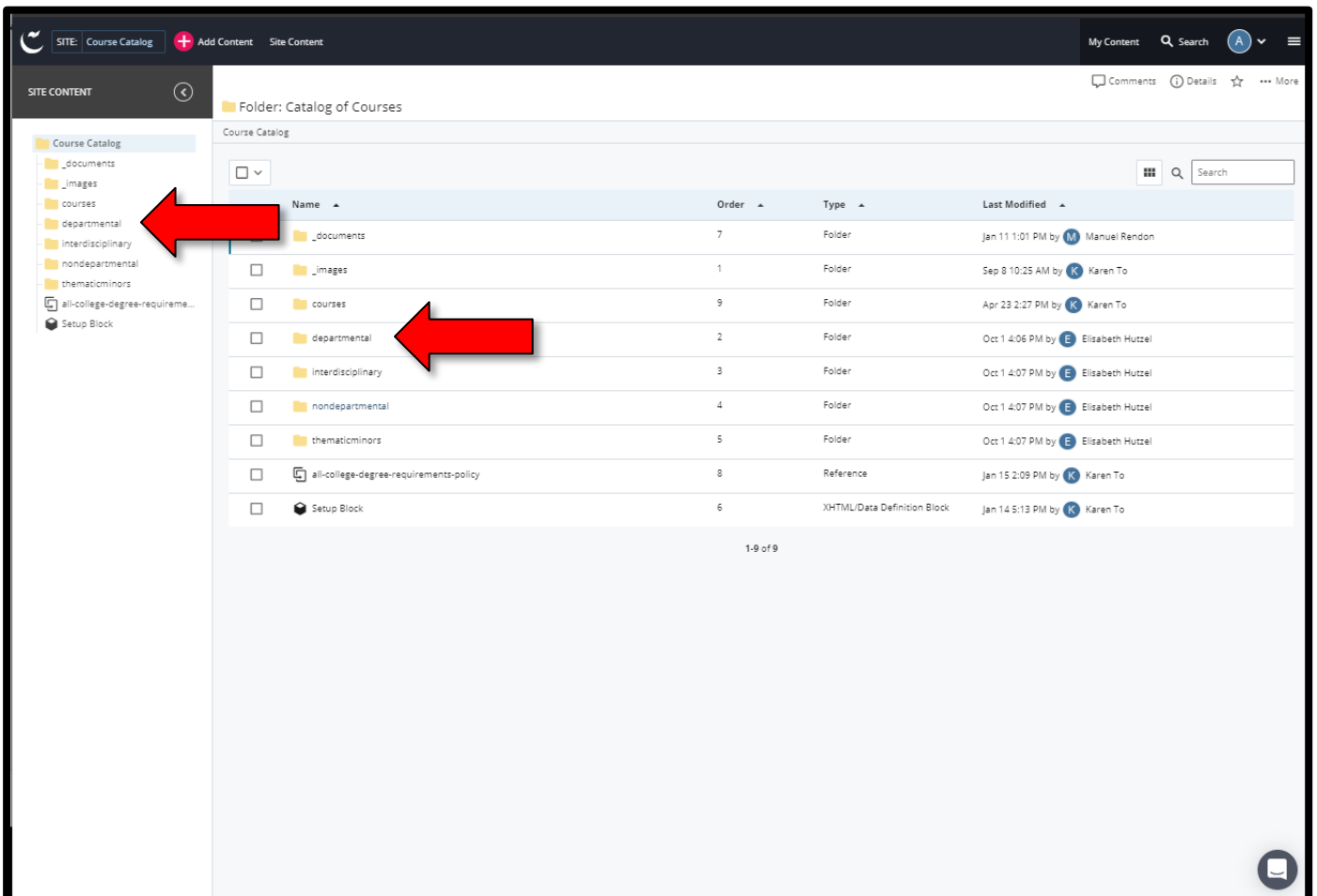
**Interdisciplinary**

**Non-Departmental Studies**

**Thematic Minors**

**\*For this guide, we will select “Departmental” to proceed\***

See Below Example:

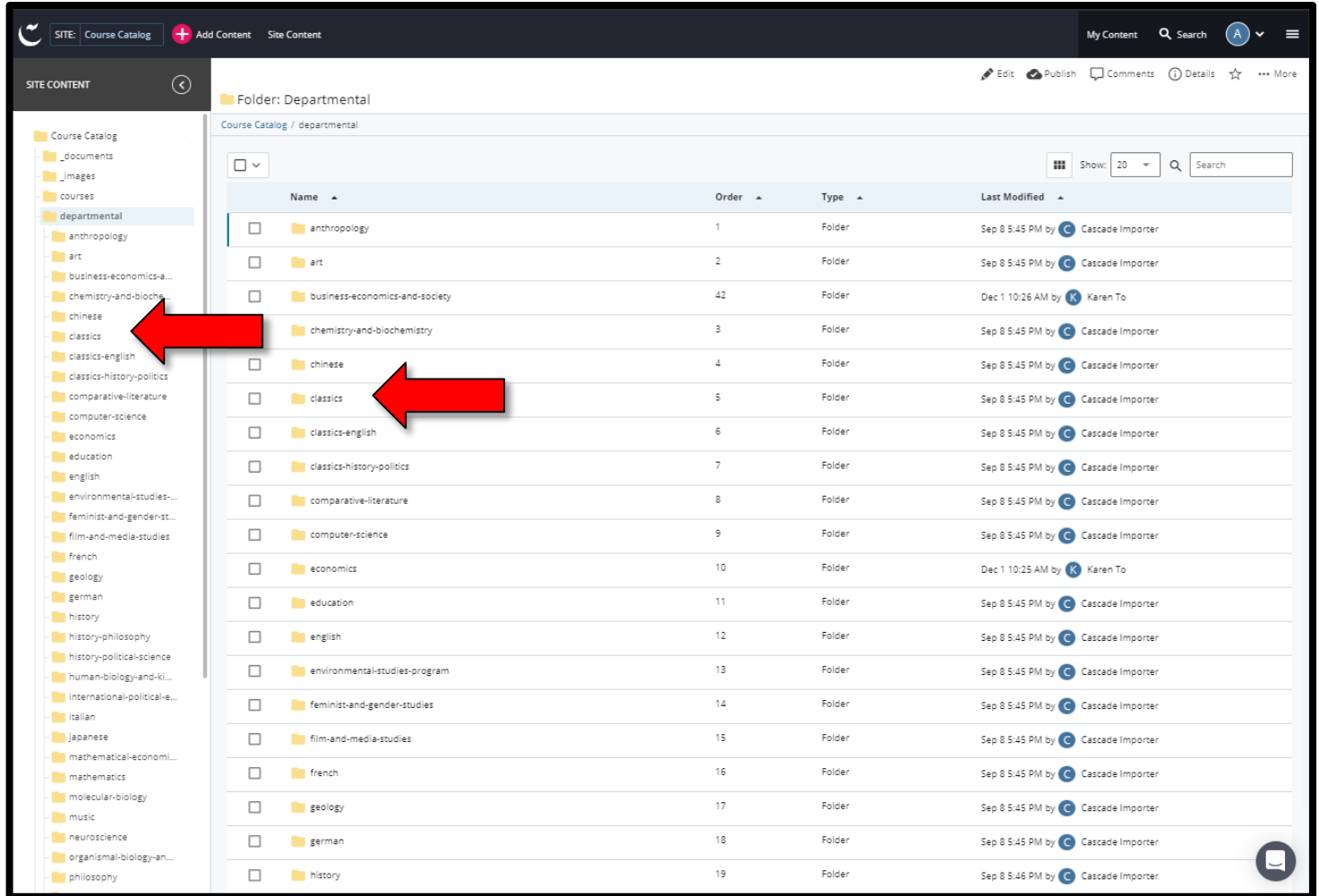


The screenshot shows the 'Course Catalog' editing interface. The left-hand panel, titled 'SITE CONTENT', lists various folders including 'Course Catalog', '\_documents', '\_images', 'courses', 'departmental', 'interdisciplinary', 'nondepartmental', 'thematicminors', 'all-college-degree-requireme...', and 'Setup Block'. A red arrow points to the 'departmental' folder in this panel. The main area, titled 'Folder: Catalog of Courses', displays a table of content items. A red arrow points to the 'departmental' folder in this table. The table has columns for 'Name', 'Order', 'Type', and 'Last Modified'.

Name	Order	Type	Last Modified
_documents	7	Folder	Jan 11 1:01 PM by Manuel Rendon
_images	1	Folder	Sep 8 10:25 AM by Karen To
courses	9	Folder	Apr 23 2:27 PM by Karen To
departmental	2	Folder	Oct 1 4:06 PM by Elisabeth Hutzler
interdisciplinary	3	Folder	Oct 1 4:07 PM by Elisabeth Hutzler
nondepartmental	4	Folder	Oct 1 4:07 PM by Elisabeth Hutzler
thematicminors	5	Folder	Oct 1 4:07 PM by Elisabeth Hutzler
all-college-degree-requirements-policy	8	Reference	Jan 15 2:09 PM by Karen To
Setup Block	6	XHTML/Data Definition Block	Jan 14 5:13 PM by Karen To

- Using either the left-hand panel or the middle screen menu, find and double click on your department's folder.

See Below Example:



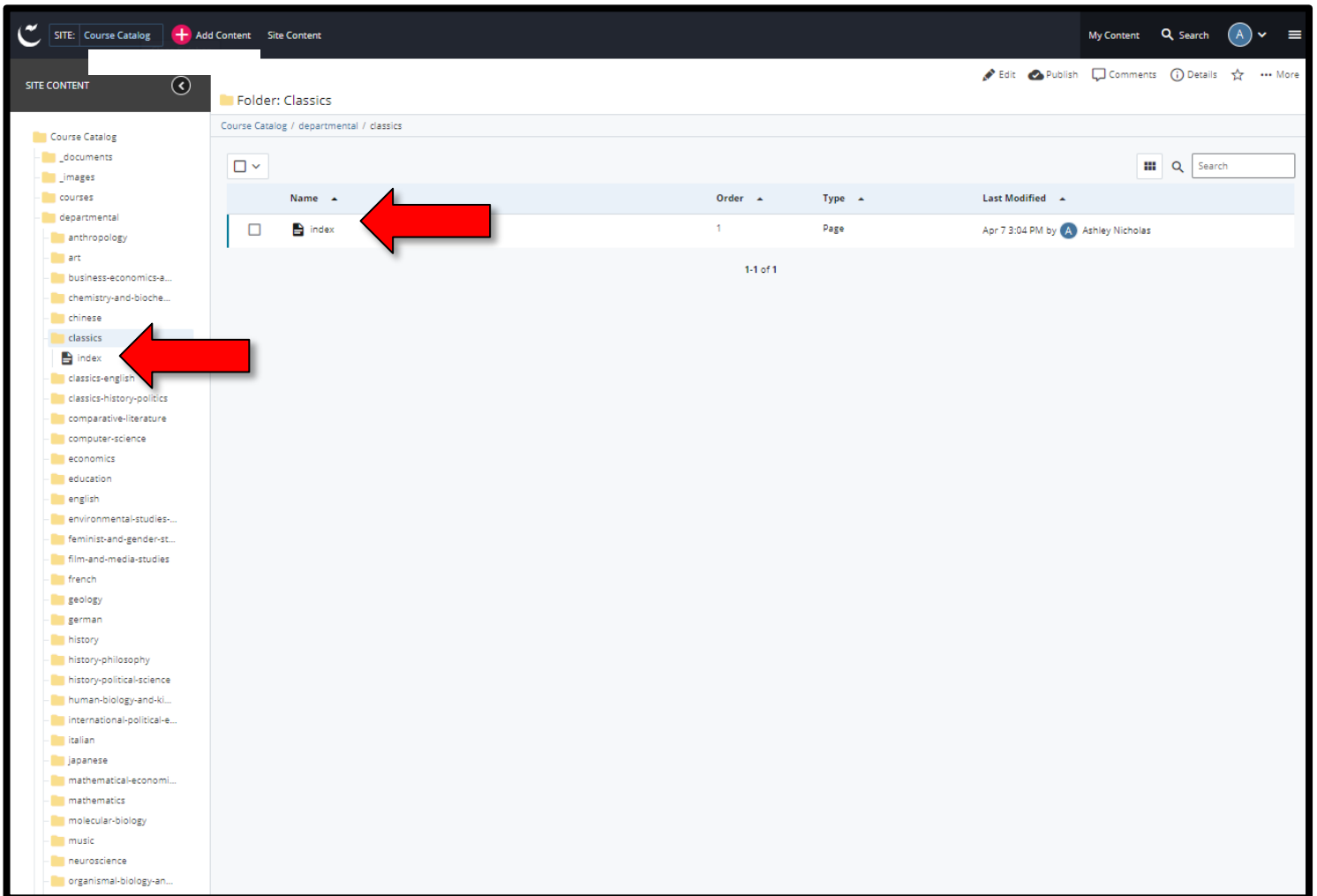
The screenshot displays the 'Course Catalog' editing interface. The left-hand panel shows a tree view of 'SITE CONTENT' with 'departmental' selected. The main area shows a list of folders under 'Folder: Departmental'. Two red arrows highlight the 'classics' folder in both the left-hand panel and the main list.

Name	Order	Type	Last Modified
anthropology	1	Folder	Sep 8 5:45 PM by Cascade Importer
art	2	Folder	Sep 8 5:45 PM by Cascade Importer
business-economics-and-society	42	Folder	Dec 1 10:26 AM by Karen To
chemistry-and-biochemistry	3	Folder	Sep 8 5:45 PM by Cascade Importer
chinese	4	Folder	Sep 8 5:45 PM by Cascade Importer
classics	5	Folder	Sep 8 5:45 PM by Cascade Importer
classics-english	6	Folder	Sep 8 5:45 PM by Cascade Importer
classics-history-politics	7	Folder	Sep 8 5:45 PM by Cascade Importer
comparative-literature	8	Folder	Sep 8 5:45 PM by Cascade Importer
computer-science	9	Folder	Sep 8 5:45 PM by Cascade Importer
economics	10	Folder	Dec 1 10:25 AM by Karen To
education	11	Folder	Sep 8 5:45 PM by Cascade Importer
english	12	Folder	Sep 8 5:45 PM by Cascade Importer
environmental-studies-program	13	Folder	Sep 8 5:45 PM by Cascade Importer
feminist-and-gender-studies	14	Folder	Sep 8 5:45 PM by Cascade Importer
film-and-media-studies	15	Folder	Sep 8 5:45 PM by Cascade Importer
french	16	Folder	Sep 8 5:45 PM by Cascade Importer
geology	17	Folder	Sep 8 5:45 PM by Cascade Importer
german	18	Folder	Sep 8 5:45 PM by Cascade Importer
history	19	Folder	Sep 8 5:46 PM by Cascade Importer



7. Your department's folder will open and an **index** page will be available. Using either the left-hand panel or the middle screen menu, double click the index page to proceed.

See Below Example

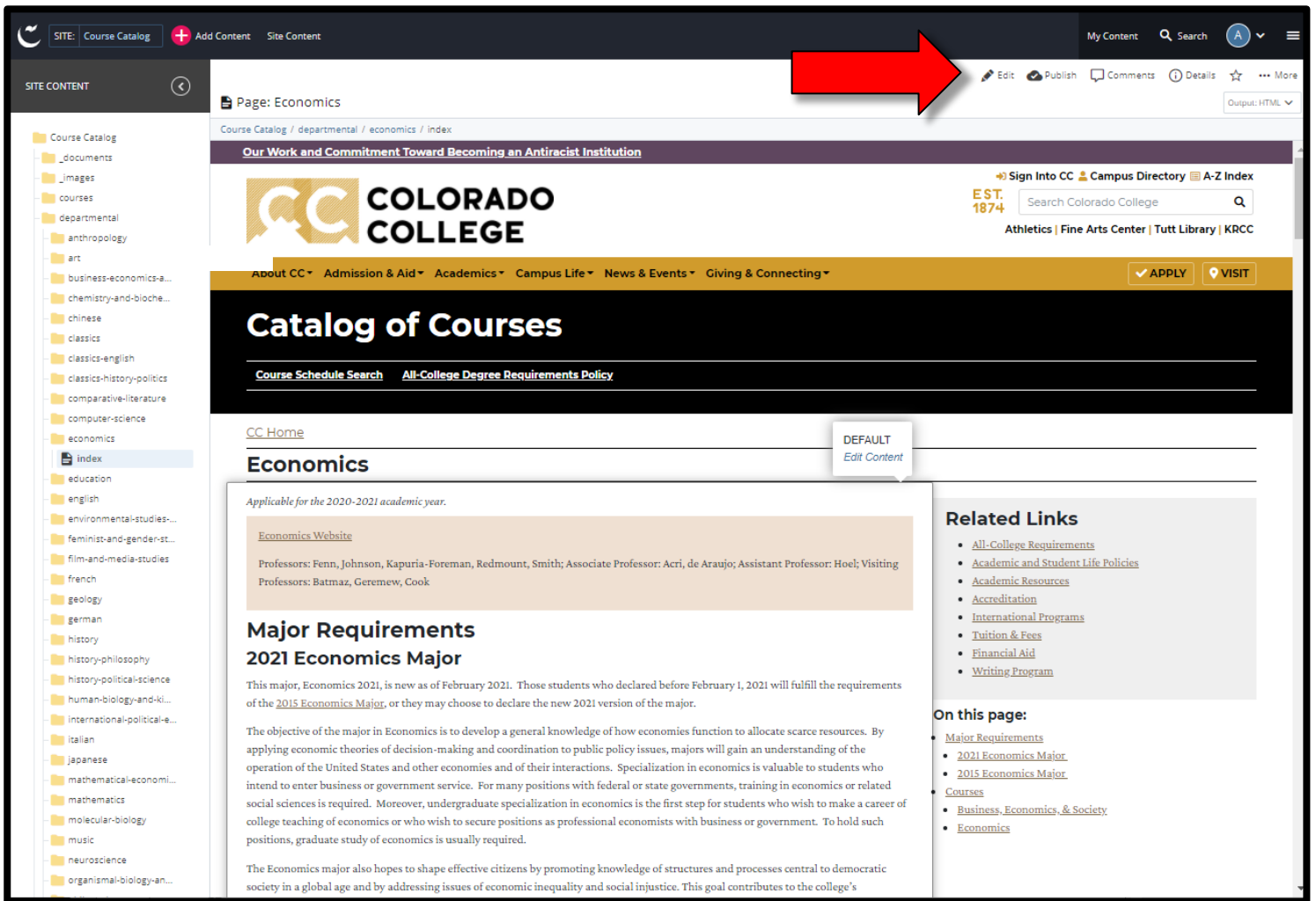


The screenshot displays the 'Course Catalog' editing interface. The left-hand panel shows a tree view of 'SITE CONTENT' with the 'classics' folder selected. The main content area shows the 'Folder: Classics' with a table of items. A red arrow points to the 'index' file in the table, and another red arrow points to the 'index' folder in the left-hand panel.

Name	Order	Type	Last Modified
index	1	Page	Apr 7 3:04 PM by Ashley Nicholas

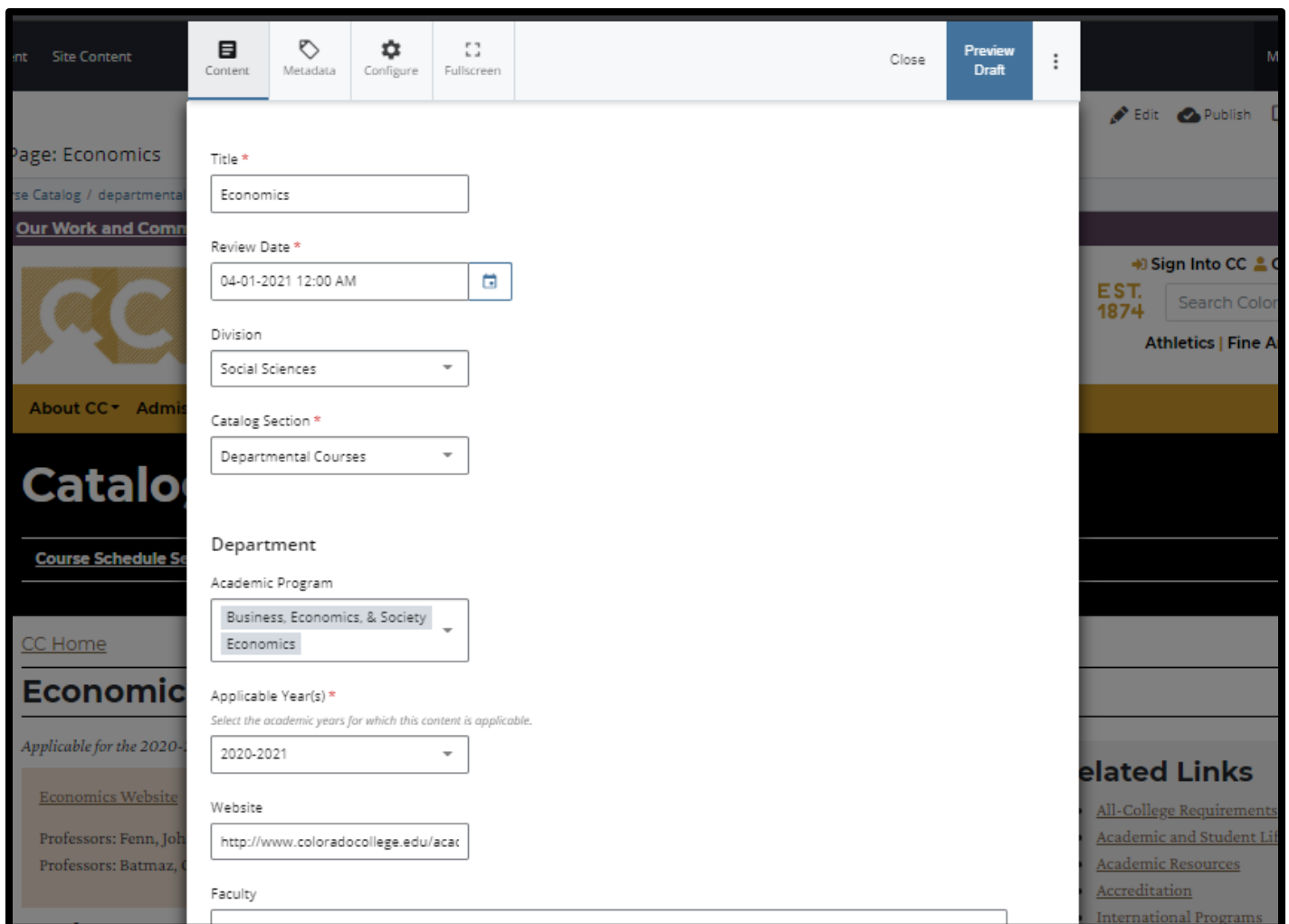
8. This will bring up your page to edit. At the top-right corner, find and select **Edit** to open up the editor and begin making your changes.

See Below Example:



The screenshot shows the 'Page: Economics' editing interface. At the top right, there is a toolbar with buttons for 'Edit', 'Publish', 'Comments', 'Details', and 'More'. A red arrow points to the 'Edit' button. The page content includes the Colorado College logo, navigation menus, and the 'Catalog of Courses' section for Economics. The 'Economics' page content includes a 'Major Requirements' section for the '2021 Economics Major' and a 'Related Links' sidebar.

- Once you click on **Edit** from the previous screen, a smaller window will appear with the content you are being asked to review and make changes to. Please simply review the information at the top of the screen listing **Title, Review Date, Division, and Catalog Section**. Then also **Academic Program, Applicable Year, and Website** under the Department heading. These will most likely not need to change. If you do need to make a change to any of this content, please contact the Catalog Editing Coordinator (Ashley Nicholas)



The screenshot displays a web-based editing interface for a course. The interface is divided into several sections:

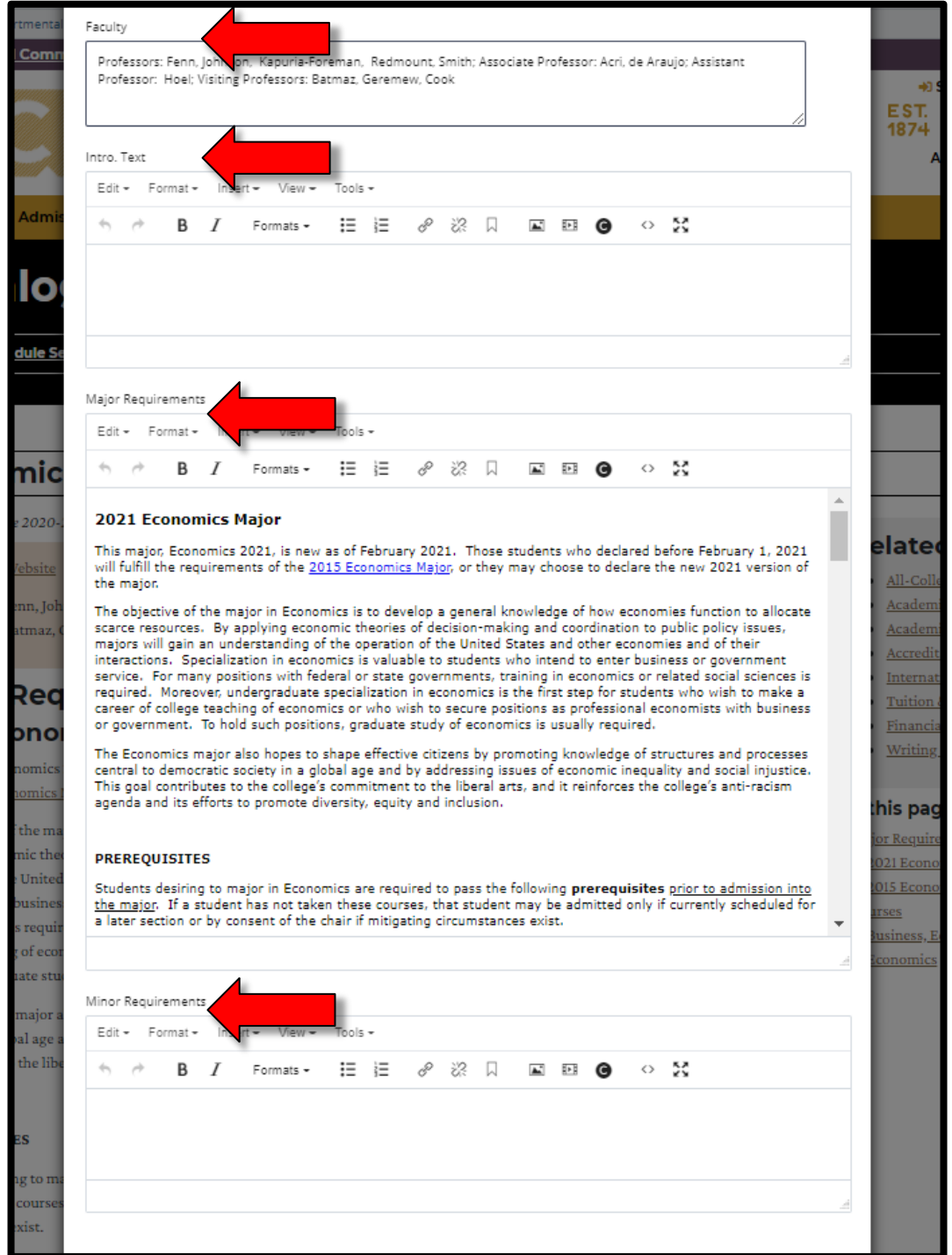
- Navigation:** At the top, there are tabs for 'Content', 'Metadata', 'Configure', and 'Fullscreen'. A 'Close' button and a 'Preview Draft' button are also visible.
- Title:** A text input field containing 'Economics'.
- Review Date:** A date and time picker set to '04-01-2021 12:00 AM'.
- Division:** A dropdown menu with 'Social Sciences' selected.
- Catalog Section:** A dropdown menu with 'Departmental Courses' selected.
- Department:** A section containing:
  - Academic Program:** A dropdown menu with 'Business, Economics, & Society' selected, and a sub-dropdown with 'Economics' selected.
  - Applicable Year(s):** A dropdown menu with '2020-2021' selected. Below it is the instruction: 'Select the academic years for which this content is applicable.'
  - Website:** A text input field containing 'http://www.coloradocollege.edu/acac'.
  - Faculty:** An empty text input field.

10. The information that will be required to review and update as needed are the following:

**Faculty**  
**Intro Text**  
**Major Requirements**  
**Minor Requirements**

You may choose to leave any of these boxes blank that are not applicable to your Catalog of Courses page. Please make sure to list a faculty member that interested parties can connect with if they have questions about the program's set of requirements.

See Example:



The screenshot shows a web-based editing interface for a course catalog page. It features four main sections, each with a red arrow pointing to its title:

- Faculty:** A text box containing the text: "Professors: Fenn, John; Kapuria-Poreman, Redmount, Smith; Associate Professor: Aciri, de Araujo; Assistant Professor: Hoel; Visiting Professors: Batmaz, Geremew, Cook".
- Intro. Text:** A rich text editor with a menu bar (Edit, Format, Insert, View, Tools) and a toolbar with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image, video, and source code.
- Major Requirements:** A rich text editor containing the following text:
 

**2021 Economics Major**

This major, Economics 2021, is new as of February 2021. Those students who declared before February 1, 2021 will fulfill the requirements of the [2015 Economics Major](#), or they may choose to declare the new 2021 version of the major.

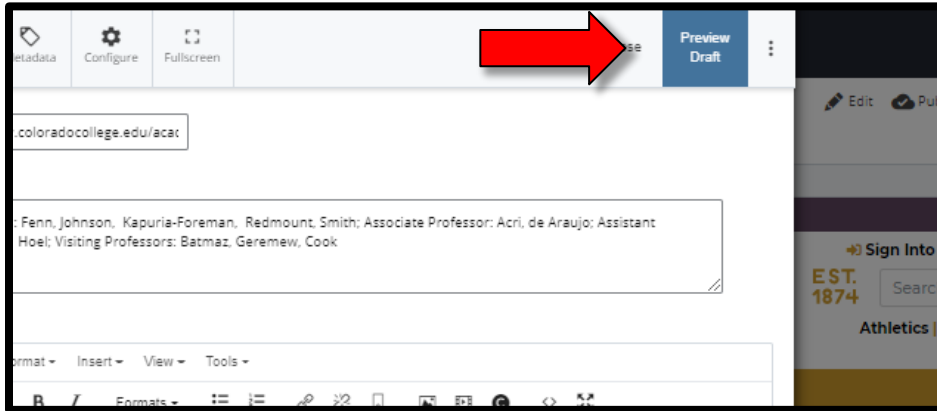
The objective of the major in Economics is to develop a general knowledge of how economies function to allocate scarce resources. By applying economic theories of decision-making and coordination to public policy issues, majors will gain an understanding of the operation of the United States and other economies and of their interactions. Specialization in economics is valuable to students who intend to enter business or government service. For many positions with federal or state governments, training in economics or related social sciences is required. Moreover, undergraduate specialization in economics is the first step for students who wish to make a career of college teaching of economics or who wish to secure positions as professional economists with business or government. To hold such positions, graduate study of economics is usually required.

The Economics major also hopes to shape effective citizens by promoting knowledge of structures and processes central to democratic society in a global age and by addressing issues of economic inequality and social injustice. This goal contributes to the college's commitment to the liberal arts, and it reinforces the college's anti-racism agenda and its efforts to promote diversity, equity and inclusion.

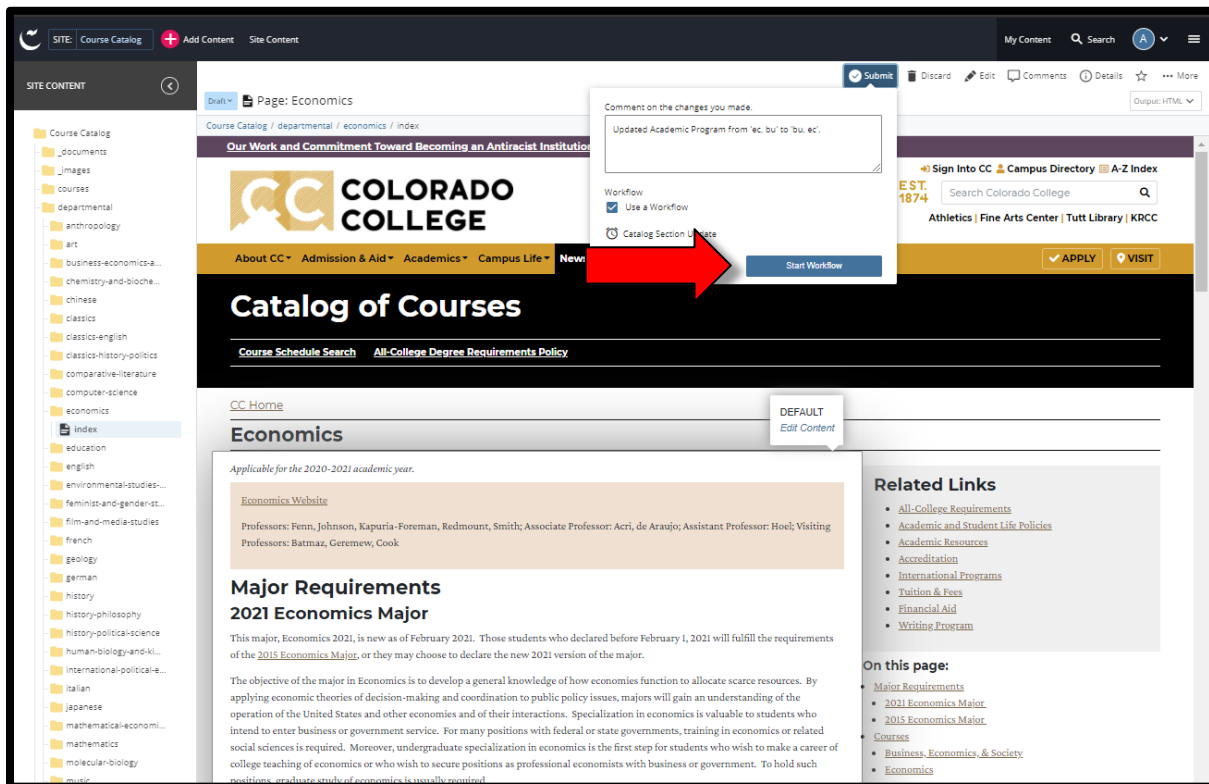
**PREREQUISITES**

Students desiring to major in Economics are required to pass the following **prerequisites** prior to admission into the major. If a student has not taken these courses, that student may be admitted only if currently scheduled for a later section or by consent of the chair if mitigating circumstances exist.
- Minor Requirements:** A rich text editor with the same menu and toolbar as the other sections.

11. Once you have finished making your changes, select the **Preview Draft** to bring you out of the editing window and to the page as a whole to review.



12. When you are satisfied, select **Submit** which will bring up a small pop-up window for you to add any comments about the changes you have made. The Workflow, "Use a Workflow" will automatically be checked, **do not uncheck this**. Click on **Start Workflow** to proceed to the final screen.



13. On the final screen to initiate the workflow, feel free to add any additional workflow comments that you would like the Registrar Approval to make note of in the **Workflow instructions/notes** field. Automated reminder notices are triggered out of Cascade based on the **Due Date** setting. It is recommended to select the **1 year from now** option to avoid early automated notices. Finally, select **Start Workflow** at the top-right of your screen to complete your step. **All Done!**

Start Workflow

Catalog Section Update

← Back to Page

**Start Workflow**

Workflow Name \*

Catalog Section Update: Psychoanalyt

Workflow instructions/notes

*Comment with workflow related information here. For example, what needs to be reviewed or changed.*

Version Comments

*Comments left here will be saved in the asset's version history once the workflow completes.*

Updated Applicable Year from '202223' to '202324'.

Due Date

1 week from now  
 1 month from now  
 3 months from now  
 6 months from now  
 1 year from now  
 Calendar (Date Selection)

mm-dd-yyyy hh:mm a
📅

Workflow Steps	Assignment	Type
1. Web Author	Registrar Catalog Editor	Transition
2. Registrar Approval	Registrar Catalog Approver	Transition
3. Web Team Approval	Catalog Approvers	Transition
<b>Optional Steps</b>		
Web Team Edit	Catalog Approvers	Edit
Approver Edit	Registrar Catalog Approver	Edit