



Editing Catalog of Courses – Department Major and Minor Contracts

Department Chairs and Administrative Assistants,

It is time to update your department's major and/or minor contracts on the Catalog of Courses webpage! This year's season will be the first that we complete in Cascade, CC's new web interface but the process will be the same. Attached, please also find instructions that should help guide you along. This year's open editing season is a bit behind but we ask that you complete all edits by **Friday, June 11th**.

The departmental non-course content (academic static information) is stored on a centralized web content management system, Cascade. All Academic departments will log in to this site and update their Major and/or Minor requirements sections, which have been prepopulated from the files of the 2020-21 catalog. The catalog and the department web site information regarding major and minor requirements should be identical! If updates are needed to make the department website match the catalog, **make your changes directly in the catalog editor**. All changes made in the catalog editor will be pushed back to the department page by end-June. When you are finished editing, you will need to save your changes and the workflow will automatically notify Ashley Nicholas that your page has been completed. That's it! You're done! You will not need to review your course content as this information is already maintained in Banner and feeds to the web.

Why is editing the Catalog important?

It is important to take this opportunity to make any changes that were approved over this year to your Major and/or Minor sections of the catalog as it is considered a document of record for the entire upcoming academic year and is shared with visitors and constituents at the college as your Department's contracts. **We will also be updating Stellic audits this summer to match your new requirements posted to the Catalog of Courses.** Once the catalog is published (anticipating end-June) changes can only be made for minor errors and with explicit approval from the Registrar, Phil.

Please review the following pages for detailed instructions with screenshots.

If you feel the need for face to face training, please call our office to make arrangements with Ashley Nicholas x6122 and don't hesitate to call if you have any questions or if the contact for your page has been transferred over to another colleague.

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 at the end of 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. Student 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 updating as necessary. By having all sources of information match, student can be assured that their planning will help them succeed and graduate on time.

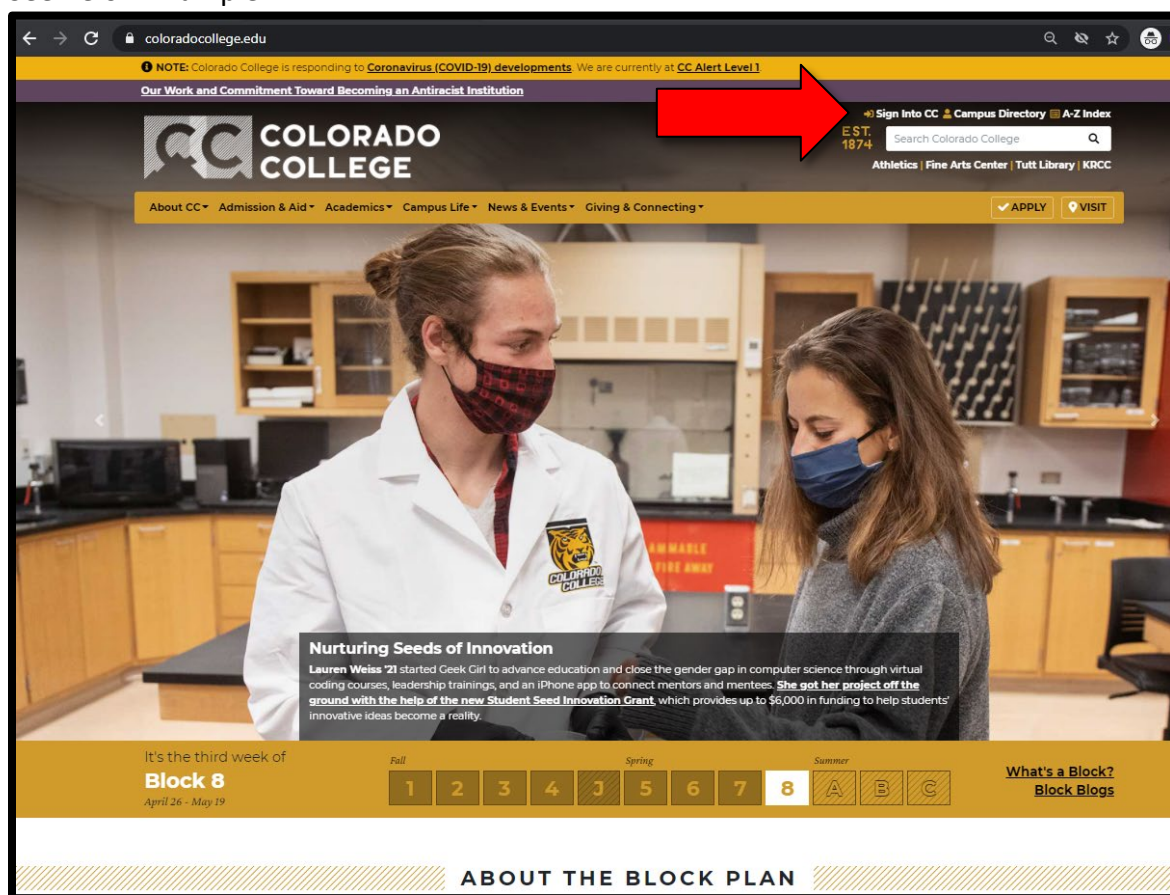
The following pages are a quick and helpful guide to success during any of the above mentioned preregistration periods*

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.

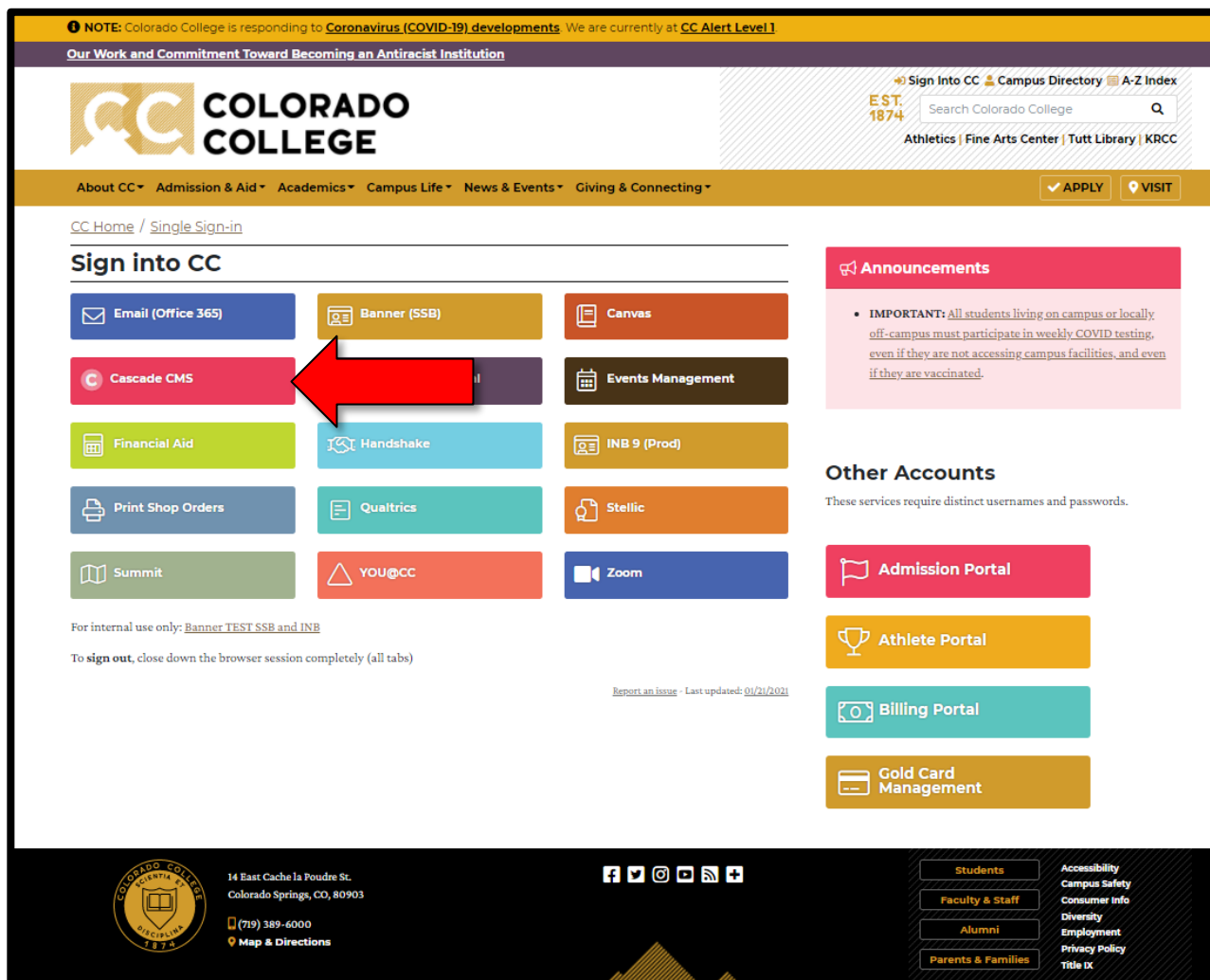
1. Logging into Self-Service Banner (SSB) from on campus is easy. First, you will need to navigate to the “**Sign into CC**” Login Page. If you are on the [CC home page](#). Locate “**Sign Into CC**” in the top right-hand corner of the homepage main screen.

See Below Example:



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

See Below Example:



NOTE: Colorado College is responding to [Coronavirus \(COVID-19\) developments](#). We are currently at [CC Alert Level 1](#)

[Our Work and Commitment Toward Becoming an Antiracist Institution](#)

COLORADO COLLEGE EST. 1874

[Sign Into CC](#) [Campus Directory](#) [A-Z Index](#)

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[CC Home](#) / [Single Sign-in](#)

Sign into CC

Email (Office 365)	Banner (SSB)	Canvas
Cascade CMS		Events Management
Financial Aid	Handshake	INB 9 (Prod)
Print Shop Orders	Qualtrics	Stellis
Summit	YOU@CC	Zoom

For internal use only: [Banner TEST SSB and INB](#)

To **sign out**, close down the browser session completely (all tabs)

[Report an issue](#) - Last updated: 01/21/2021

Announcements

- IMPORTANT:** All students living on campus or locally off-campus must participate in weekly COVID testing, even if they are not accessing campus facilities, and even if they are vaccinated.

Other Accounts

These services require distinct usernames and passwords.

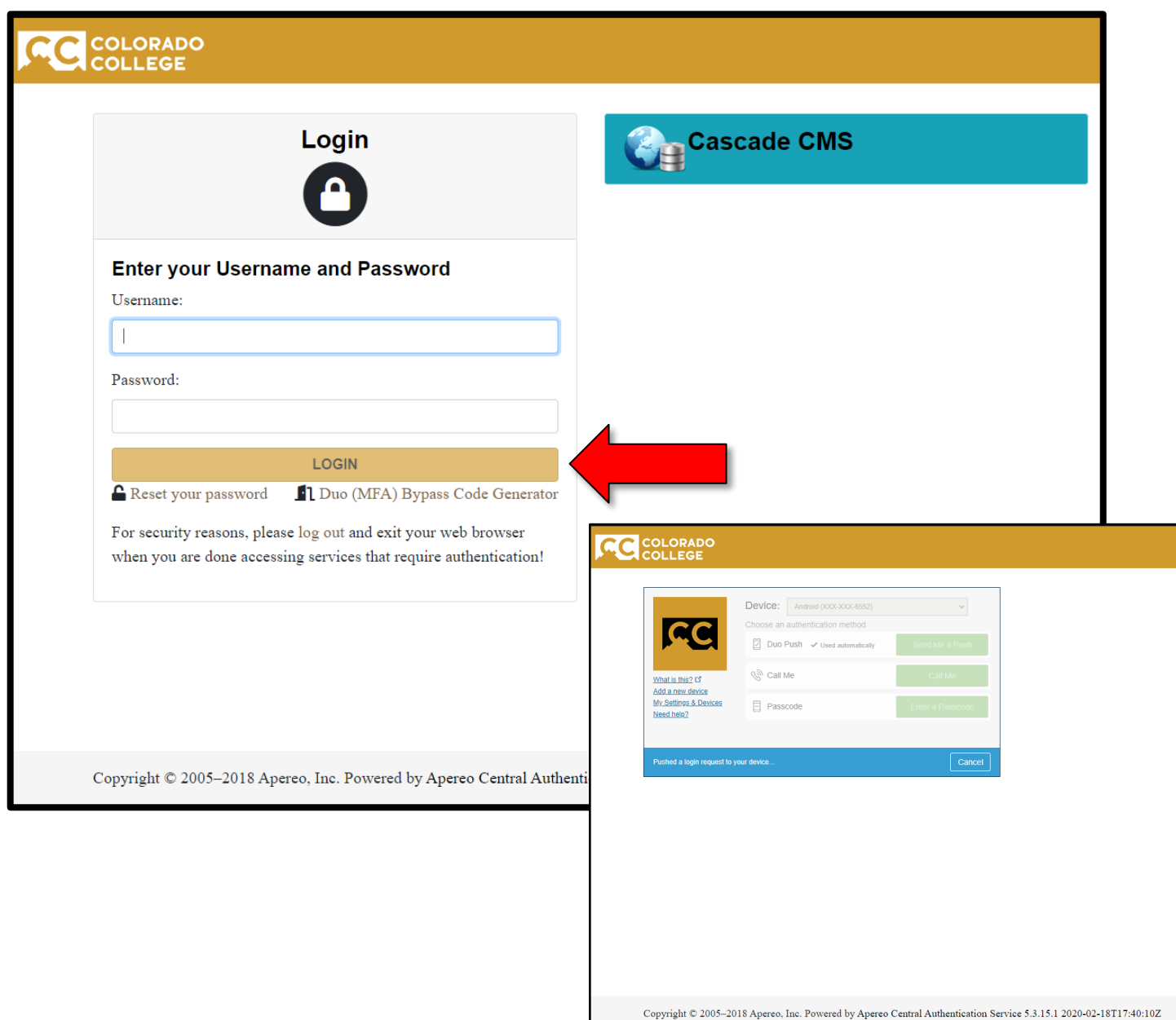
- [Admission Portal](#)
- [Athlete Portal](#)
- [Billing Portal](#)
- [Gold Card Management](#)

COLORADO COLLEGE 14 East Cache la Poudre St. Colorado Springs, CO, 80903 (719) 389-6000 [Map & Directions](#)

[Students](#) [Faculty & Staff](#) [Alumni](#) [Parents & Families](#) [Accessibility](#) [Campus Safety](#) [Consumer Info](#) [Diversity](#) [Employment](#) [Privacy Policy](#) [Title IX](#)

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 Colorado College login process. The top screenshot is the main login page, and the bottom screenshot is the Duo Multi-Factor Authentication (MFA) screen. A red arrow points from the login page to the MFA screen.

Top Screenshot: Login Page

Header: COLORADO COLLEGE

Section: Login

Enter your Username and Password

Username:

Password:

LOGIN

[Reset your password](#) [Duo \(MFA\) Bypass Code Generator](#)

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

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Bottom Screenshot: Duo MFA Screen

Header: COLORADO COLLEGE

Device: Android (0000-0000-0000)

Choose an authentication method

☒ Duo Push ☒ Used automatically [Send Me a Push](#)

☐ Call Me [Call Me](#)

☐ Passcode [Enter a Passcode](#)

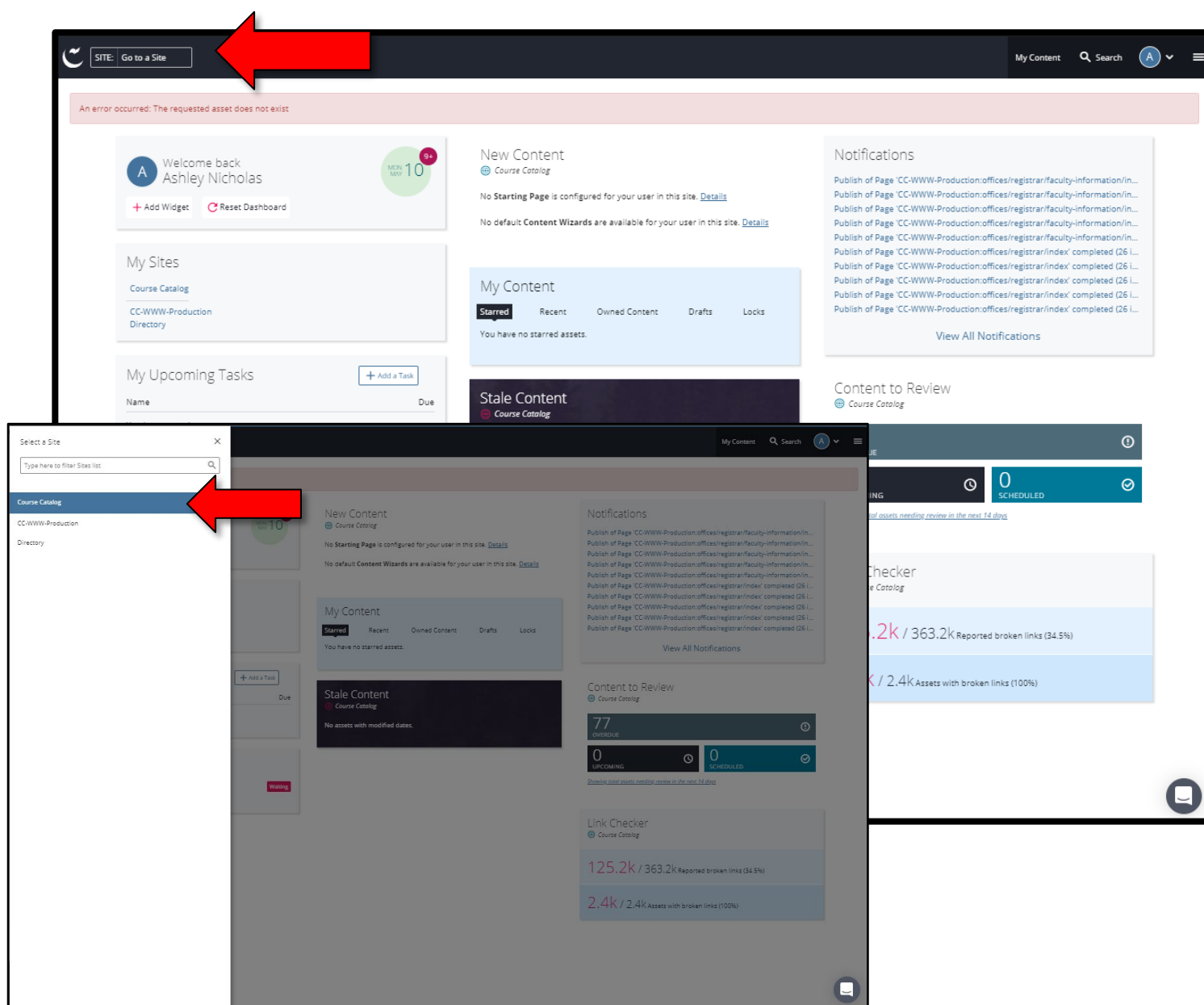
[What is this? CF](#)
[Add a new device](#)
[My Settings & Devices](#)
[Need help?](#)

Pushed a login request to your device... [Cancel](#)

Copyright © 2005–2018 Apereo, Inc. Powered by Apereo Central Authentication Service 5.3.15.1 2020-02-18T17:40:10Z

- 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 screenshot displays the Cascade CMS dashboard. In the top left corner, there is a button labeled "Go to a Site" with a red arrow pointing to it. Below this button, a left-hand navigation panel is visible, showing a search bar and a list of site options. The "Course Catalog" option is highlighted with a red arrow. The main dashboard area includes sections for "Welcome back Ashley Nicholas", "New Content", "My Content", "Stale Content", "Notifications", and "Content to Review".

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

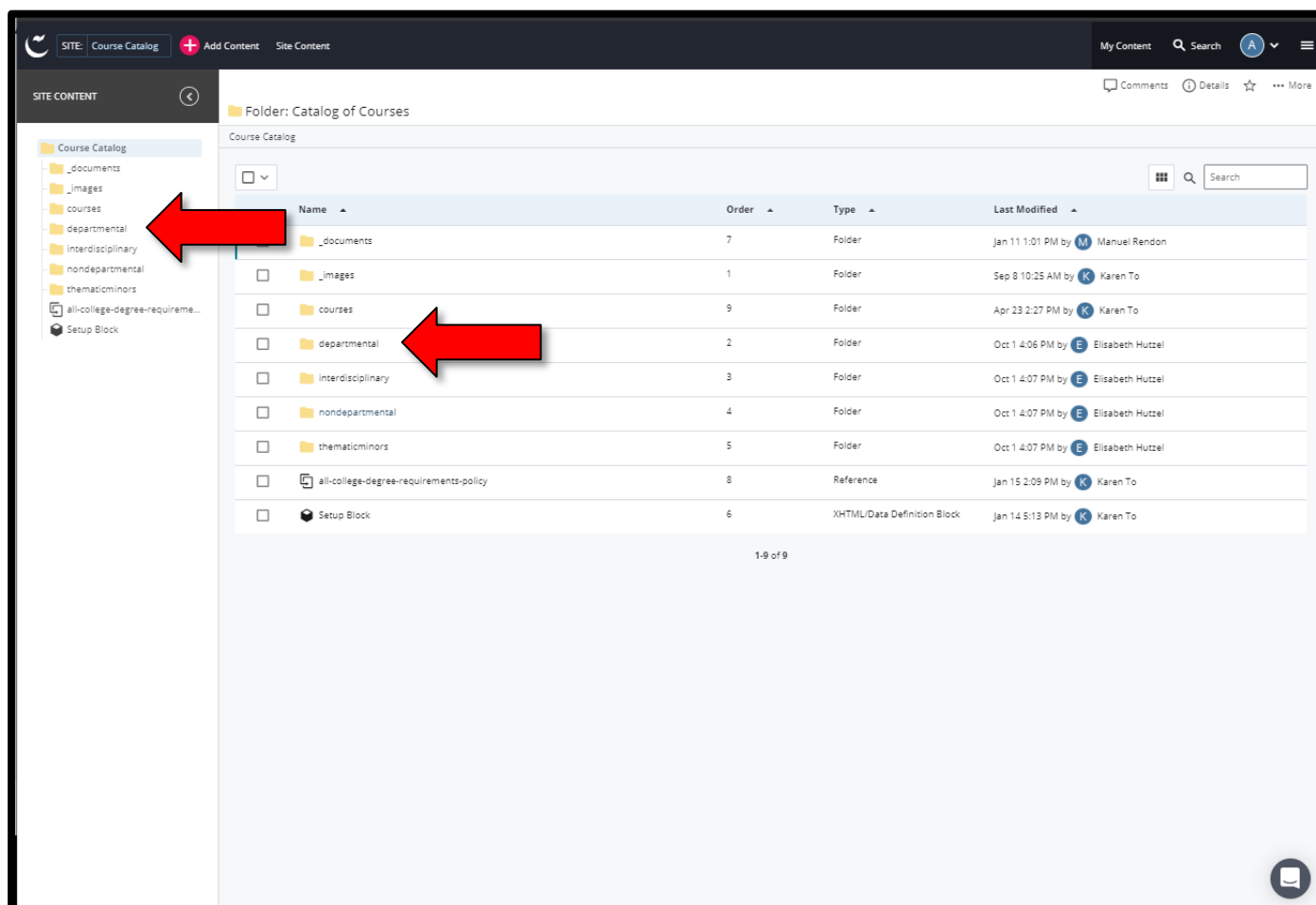
Interdisciplinary

Non-Departmental Studies

Thematic Minors

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

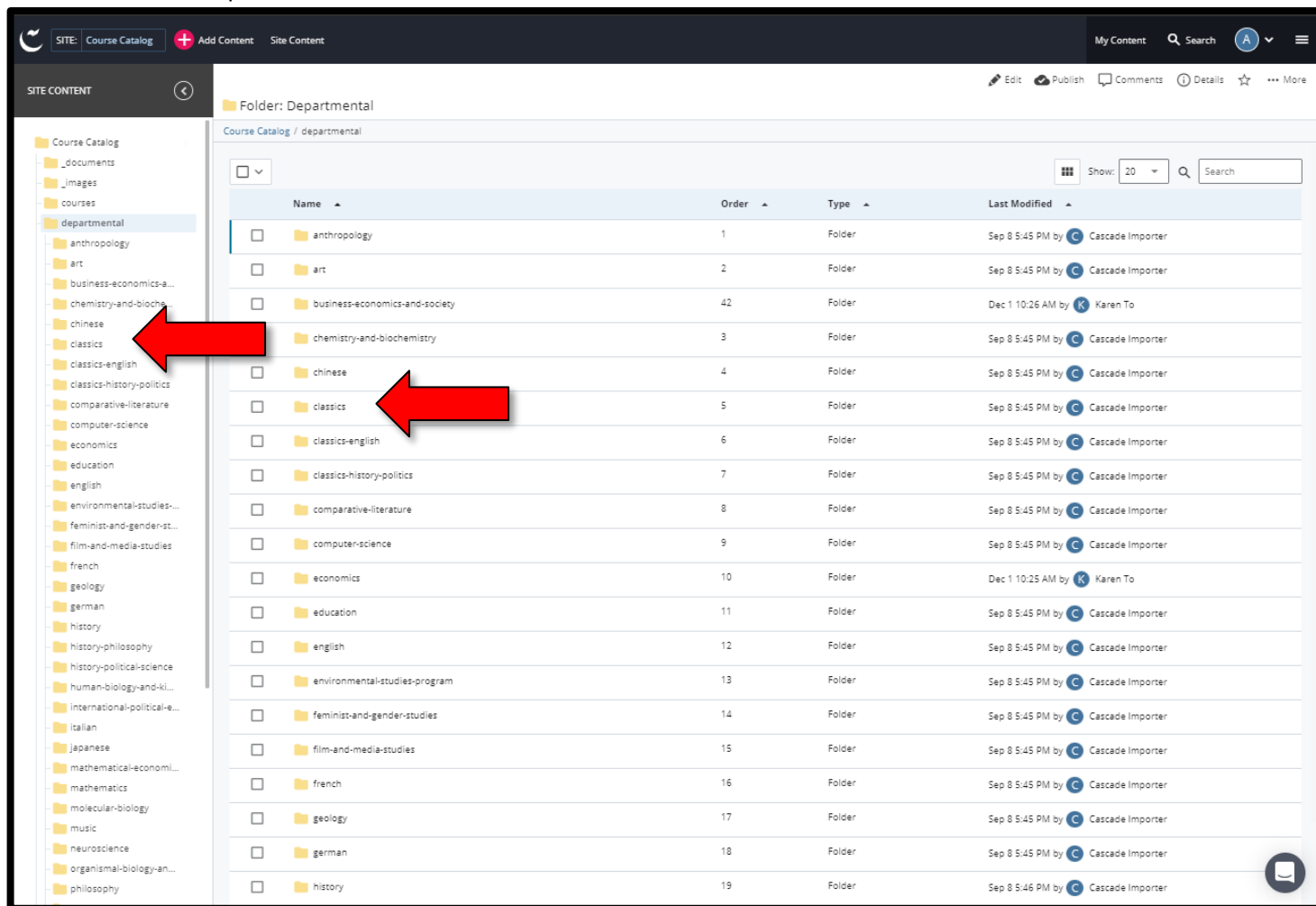
See Below Example:



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 Hutzell
interdisciplinary	3	Folder	Oct 1 4:07 PM by Elisabeth Hutzell
nondepartmental	4	Folder	Oct 1 4:07 PM by Elisabeth Hutzell
thematicminors	5	Folder	Oct 1 4:07 PM by Elisabeth Hutzell
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:

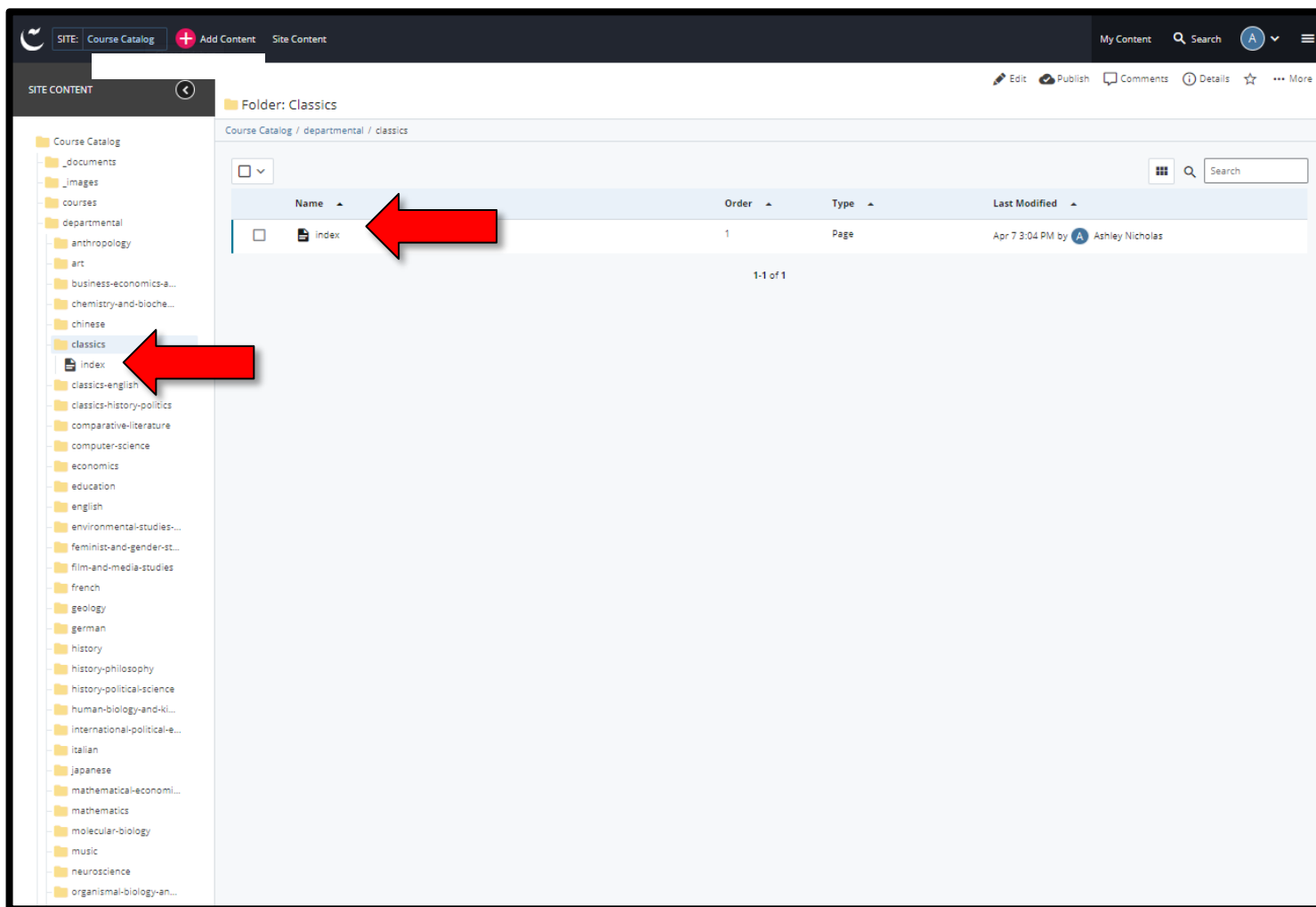


The screenshot shows the 'Course Catalog' editing interface. The left-hand panel displays a tree view of the site content, with 'departmental' selected. The main area shows a list of folders under 'Folder: Departmental'. The 'classics' folder is highlighted, and a red arrow points to it. Another red arrow points to the 'departmental' folder in the left-hand panel.

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

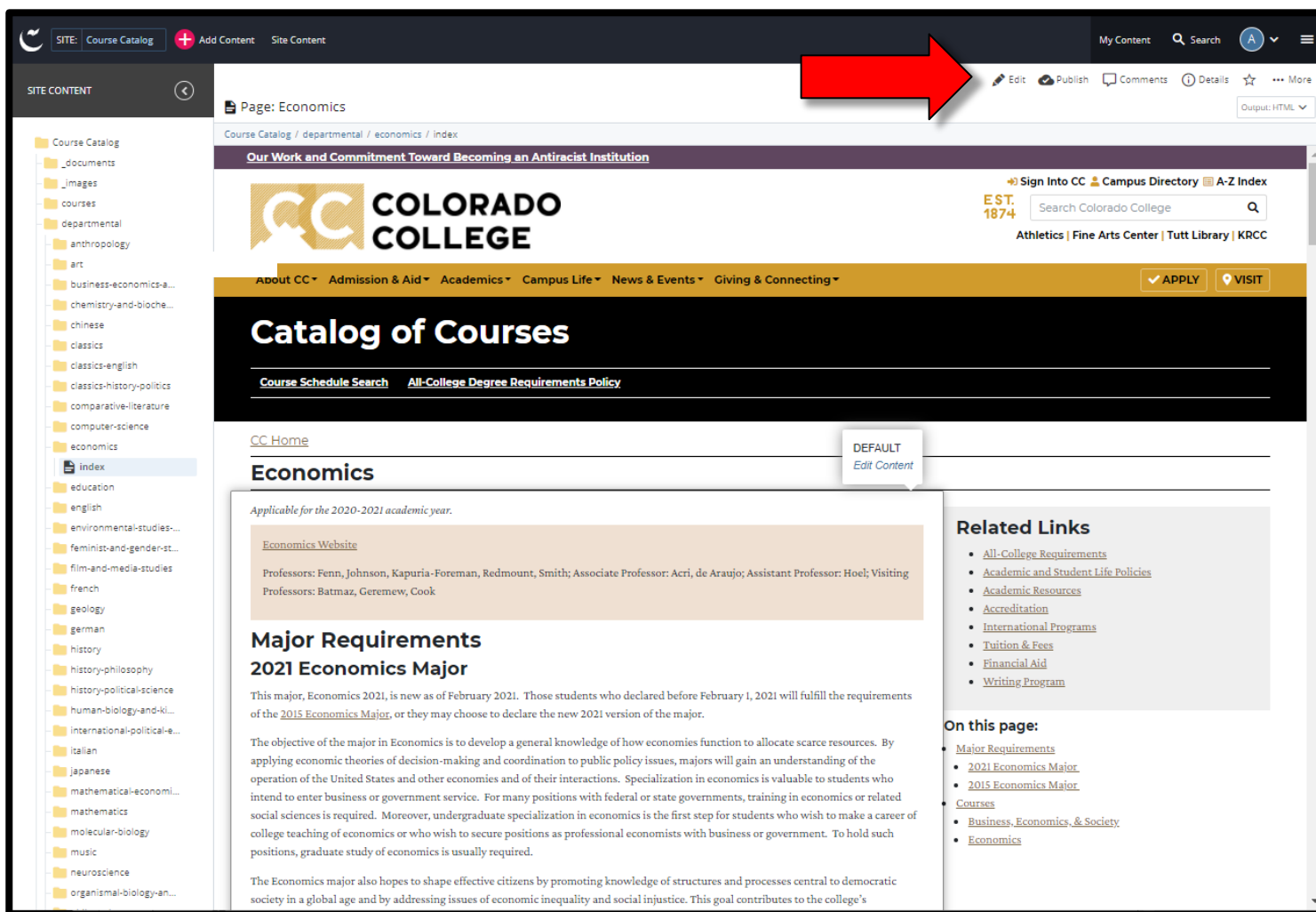


The screenshot displays the 'SITE CONTENT' management interface. On the left, a tree view under 'SITE CONTENT' shows a list of departmental folders, with 'classics' and its sub-item 'index' highlighted by a red arrow. The main area shows the 'Folder: Classics' with a breadcrumb path 'Course Catalog / departmental / classics'. Below this, a table lists the contents of the folder. A red arrow points to the 'index' entry in the table.

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

- 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 displays the Colorado College Course Catalog editing interface. A red arrow points to the **Edit** button in the top right corner. The interface includes a sidebar with a file tree, a main content area with the 'Catalog of Courses' header, and a detailed view of the 'Economics' page.

Page: Economics

Course Catalog / departmental / economics / index

Our Work and Commitment Toward Becoming an Antiracist Institution

COLORADO COLLEGE

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Search Colorado College

Athletics | Fine Arts Center | Tutt Library | KRCC

Sign Into CC Campus Directory A-Z Index

APPLY VISIT

Catalog of Courses

Course Schedule Search All-College Degree Requirements Policy

CC Home

Economics

Applicable for the 2020-2021 academic year.

[Economics Website](#)

Professors: Fenn, Johnson, Kapuria-Foreman, Redmount, Smith; Associate Professor: Aciri, de Araujo; Assistant Professor: Hoel; Visiting Professors: Batmaz, Gernew, Cook

Major Requirements

2021 Economics Major

This major, Economics 2021, is new as of 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

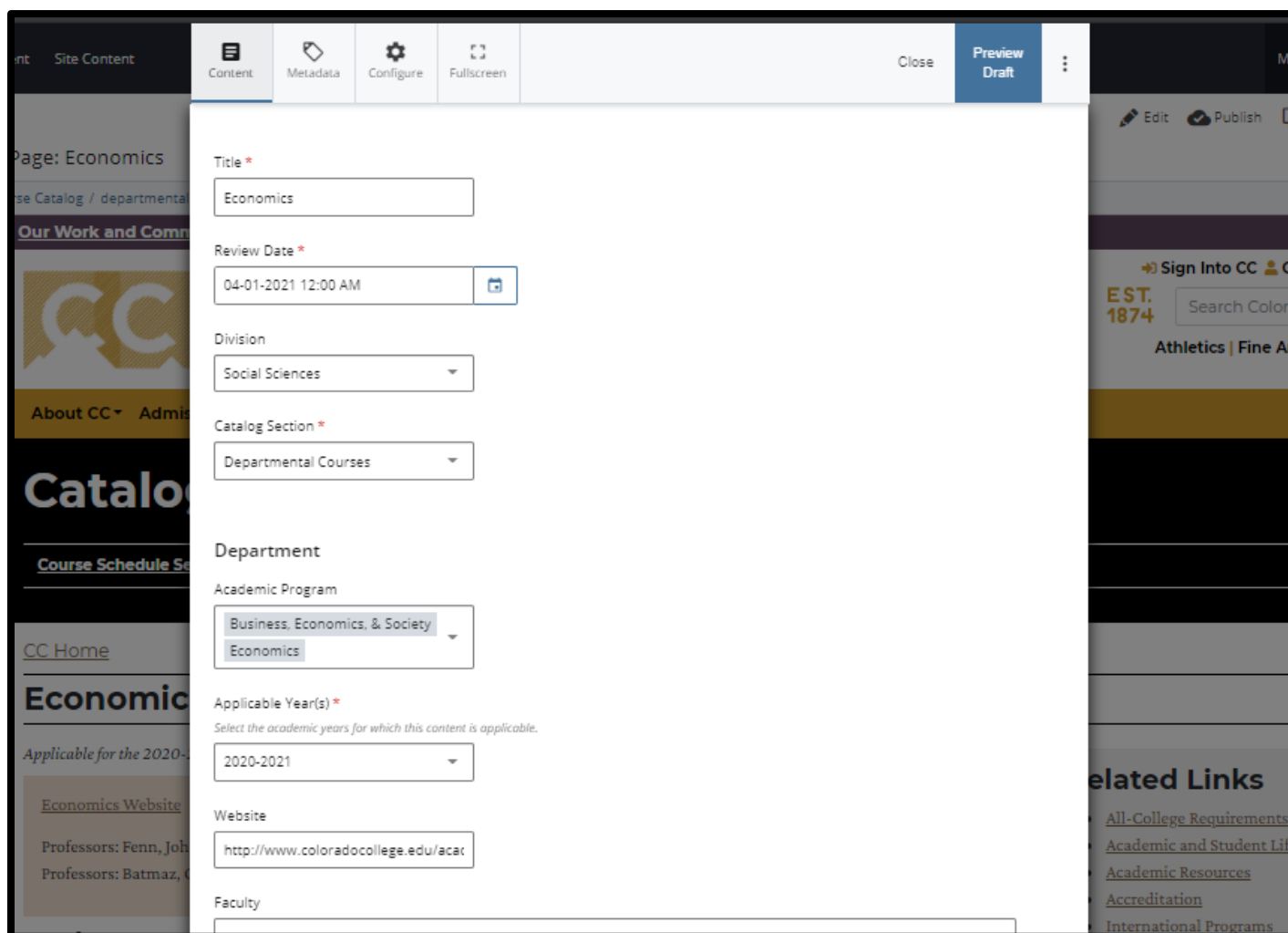
Related Links

- All-College Requirements
- Academic and Student Life Policies
- Academic Resources
- Accreditation
- International Programs
- Tuition & Fees
- Financial Aid
- Writing Program

On this page:

- Major Requirements
- 2021 Economics Major
- 2015 Economics Major
- Courses
- Business, Economics, & Society
- Economics

9. 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 form for editing catalog content. The form is titled "Content" and includes tabs for "Metadata", "Configure", and "Fullscreen". The form fields are as follows:

- Title ***: A text input field containing "Economics".
- Review Date ***: A date and time picker showing "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 header for the following fields.
 - Academic Program**: A dropdown menu with "Business, Economics, & Society" and "Economics" selected.
 - Applicable Year(s) ***: A dropdown menu with "2020-2021" selected. Below the dropdown is the text: "Select the academic years for which this content is applicable."
 - Website**: A text input field containing "http://www.coloradocollege.edu/acac".
 - Faculty**: A text input field.

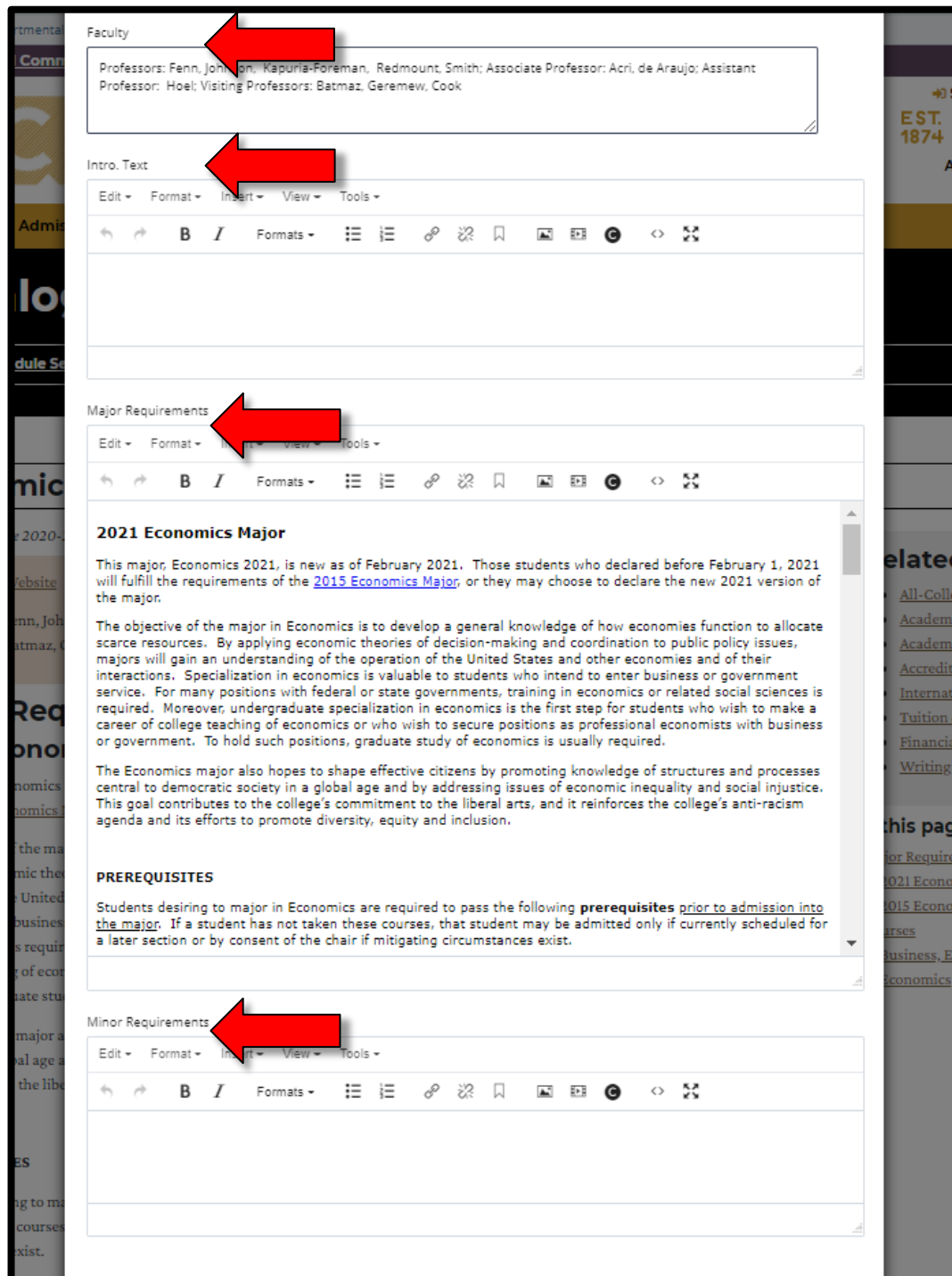
The background of the form shows a preview of the catalog page, including the Colorado College logo, the text "Page: Economics", and a list of related links such as "All-College Requirements", "Academic and Student Life", "Academic Resources", "Accreditation", and "International Programs".

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 displays the editing interface for a course catalog page. It features four main sections, each with a title bar and a text editor:

- Faculty:** The title bar has a red arrow pointing to it. The text area contains: "Professors: Fenn, John; Kapuria-Foreman, Redmount, Smith; Associate Professor: Acrl, de Araujo; Assistant Professor: Hoel; Visiting Professors: Batmaz, Geremew, Cook".
- Intro. Text:** The title bar has a red arrow pointing to it. The text area is empty.
- Major Requirements:** The title bar has a red arrow pointing to it. The text area contains:

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.

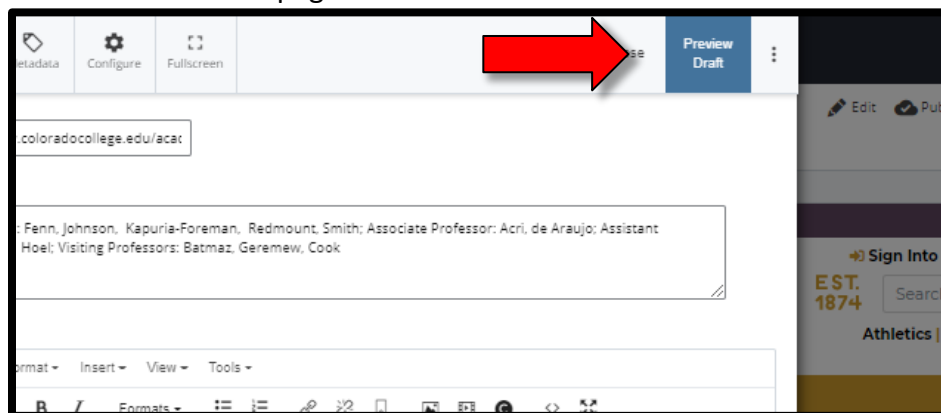
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The Economics major also hopes to shape effective citizens by promoting knowledge of structures and processes central to democratic society in a global age and by addressing issues of economic inequality and social injustice. This goal contributes 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:** The title bar has a red arrow pointing to it. The text area is empty.

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**. Simply click on **Start Workflow** to complete your edits. That’s it!

