COLORADO COLLEGE

Editing Catalog of Courses – Department Major and Minor Contracts

Due By: May 30th

Department Chairs/Program Advisors and Administrative Assistants,

The Catalog of Courses editing period for the upcoming 2023-24 Academic Year is now open! It is time to update your department's major and/or minor requirement contracts for the 2023-24 academic year. The Catalog of Courses editing period will extend from 2/21 – 5/30. 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.

Among the contents of these pages, you'll find information and detailed instructions with screenshots pertaining the following:

- **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.*

Why is editing the Catalog of Courses important?

It is important to take this opportunity to make any changes that were approved over the duration of this academic 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 official contract(s). **We will also use your latest updates to the Catalog to review and update Stellic audits as well!** Once the Catalog is published and available to the community at the end of June, changes beyond this time can only be made for minor errors and with explicit approval from the Registrar, Phil.

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.

Good Luck!

Phillip Apodaca, Registrar

Colorado College

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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 entirety of the upcoming academic year, the editing season for the Catalog is also a great time to review the requirements listed in Stellic for any updates needed. By having all sources of information match, student can be assured that their planning will help them succeed and graduate on time.

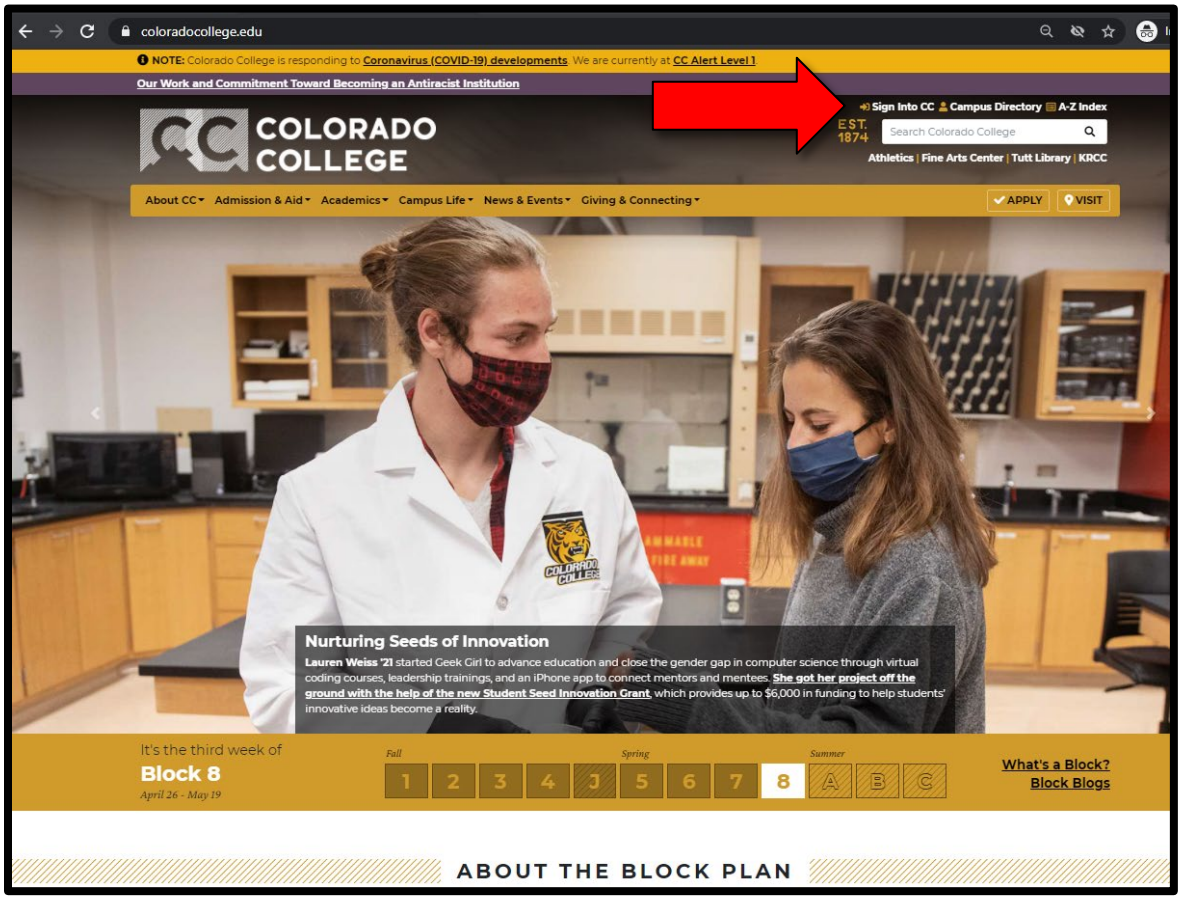
The following pages are a quick and helpful guide to success during any of the above mentioned preregistration periods*

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.

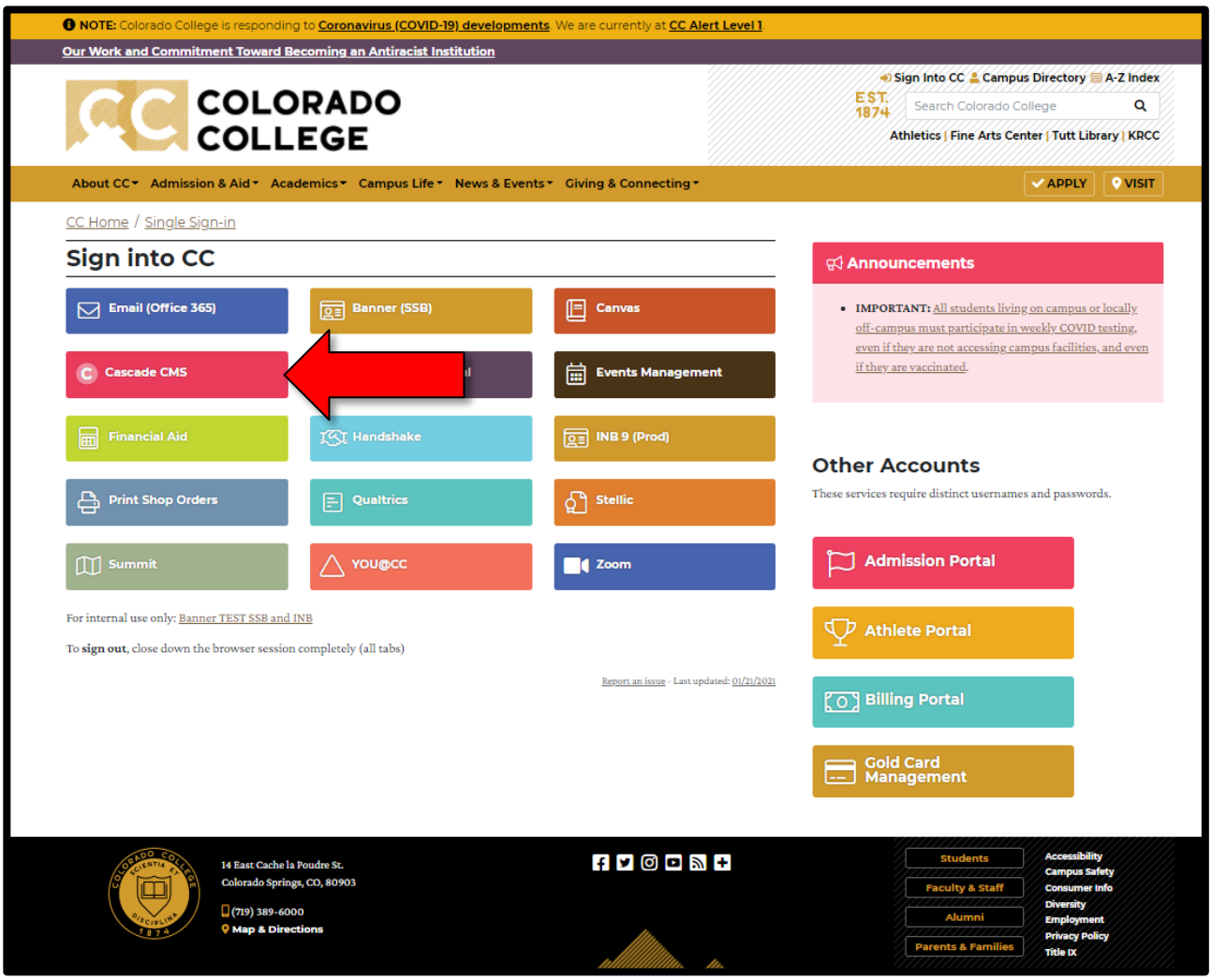
1. Logging into Self-Service Banner (SSB) from on campus is easy. First, you will need to navigate to the "**Sign into CC**" Login Page. If you are on the CC home page. Locate "**Sign Into CC**" in the top right-hand corner of the homepage main screen.

   See Below Example:



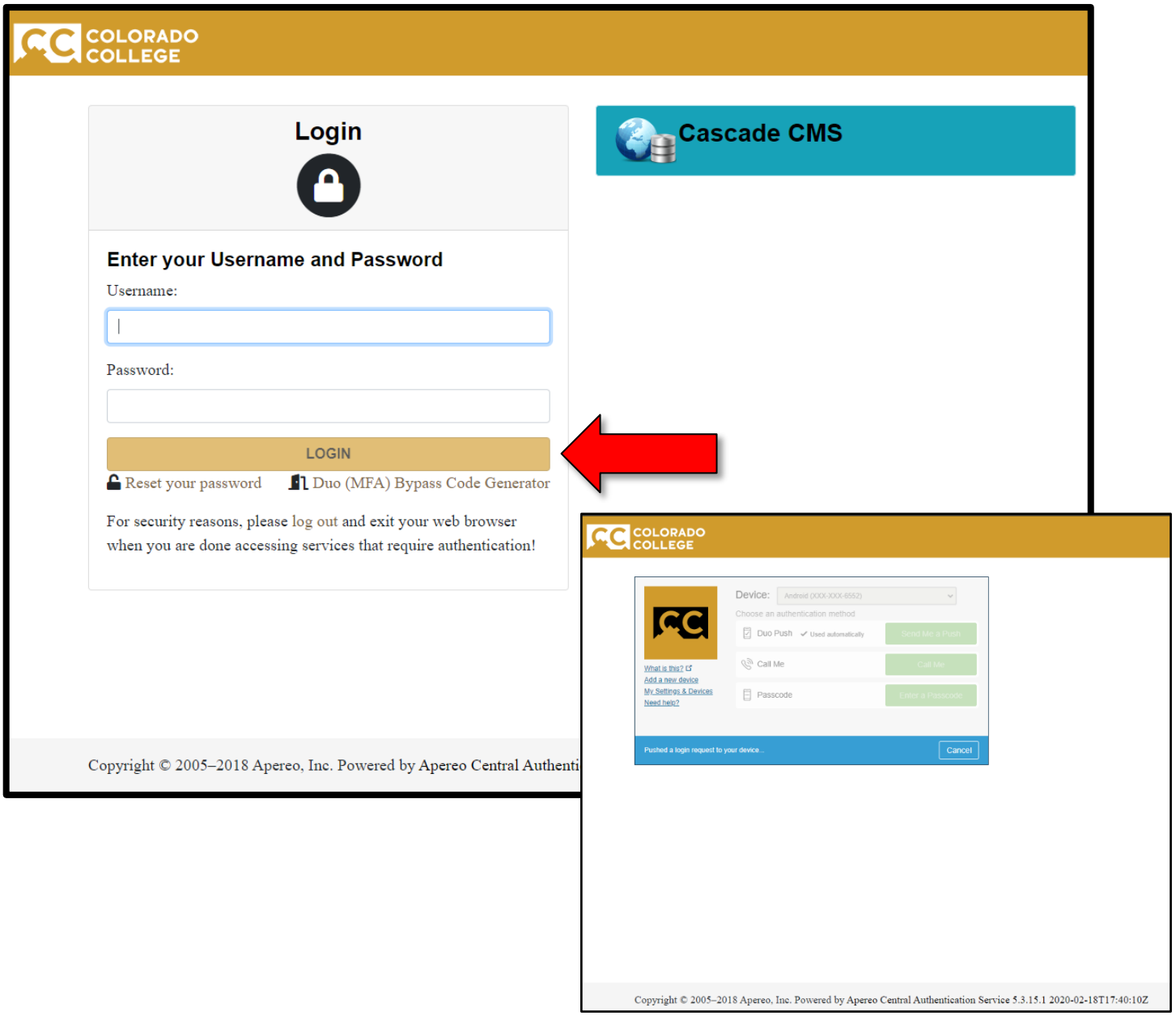
2. At the "**Sign into CC"** Login Page, click on **Cascade CMS**

   See Below Example:



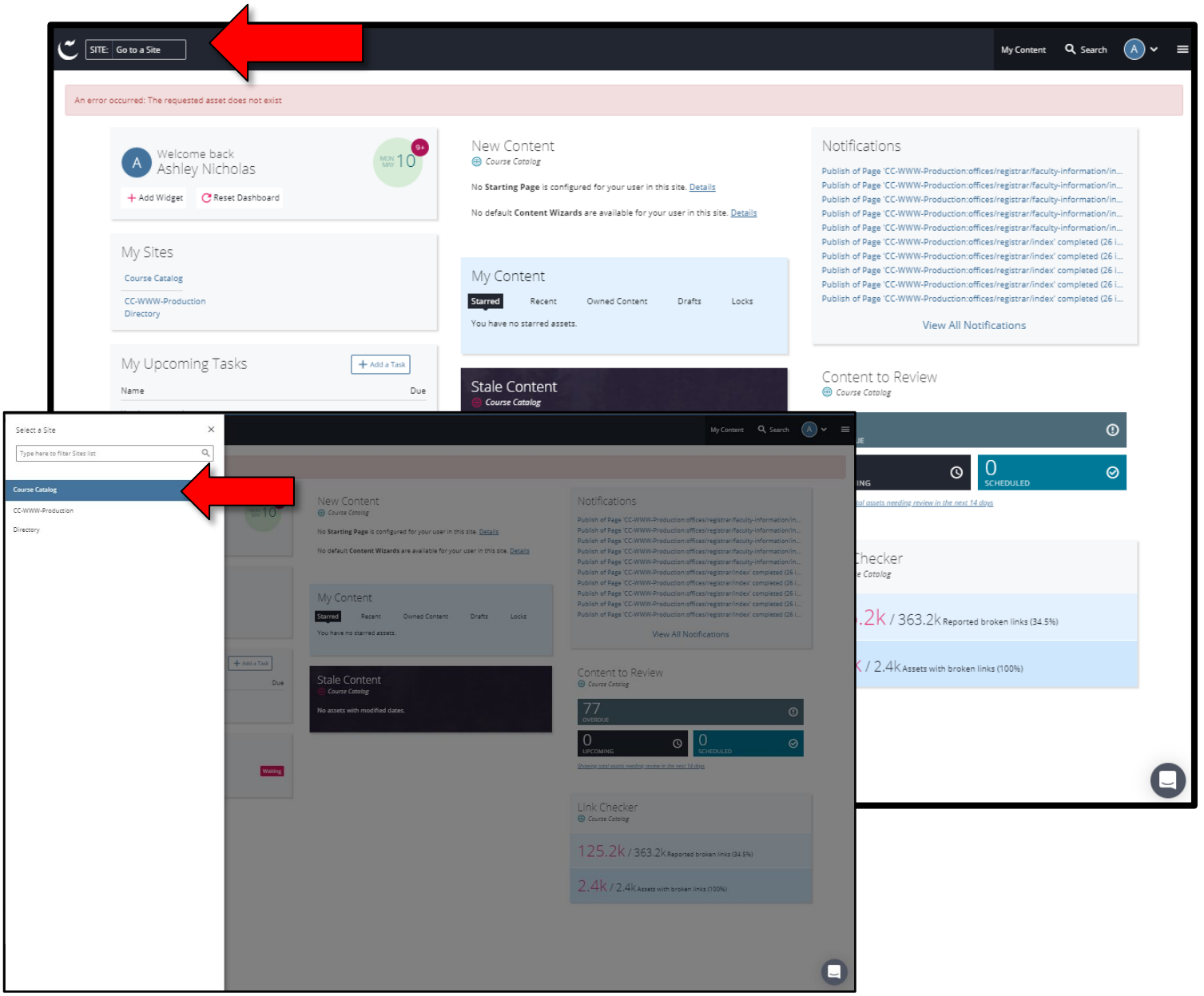
3. At the secure log in screen, enter your login credentials. You will need:
    1) **Username** = This is your Employee ID number (e.g. 02000000)
    2) **User Password** = This is your created password
    3) **Multi-Factor Authentication** = proceed through your MFA set-up.
    (if this is your first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

See Below Example:



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:



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

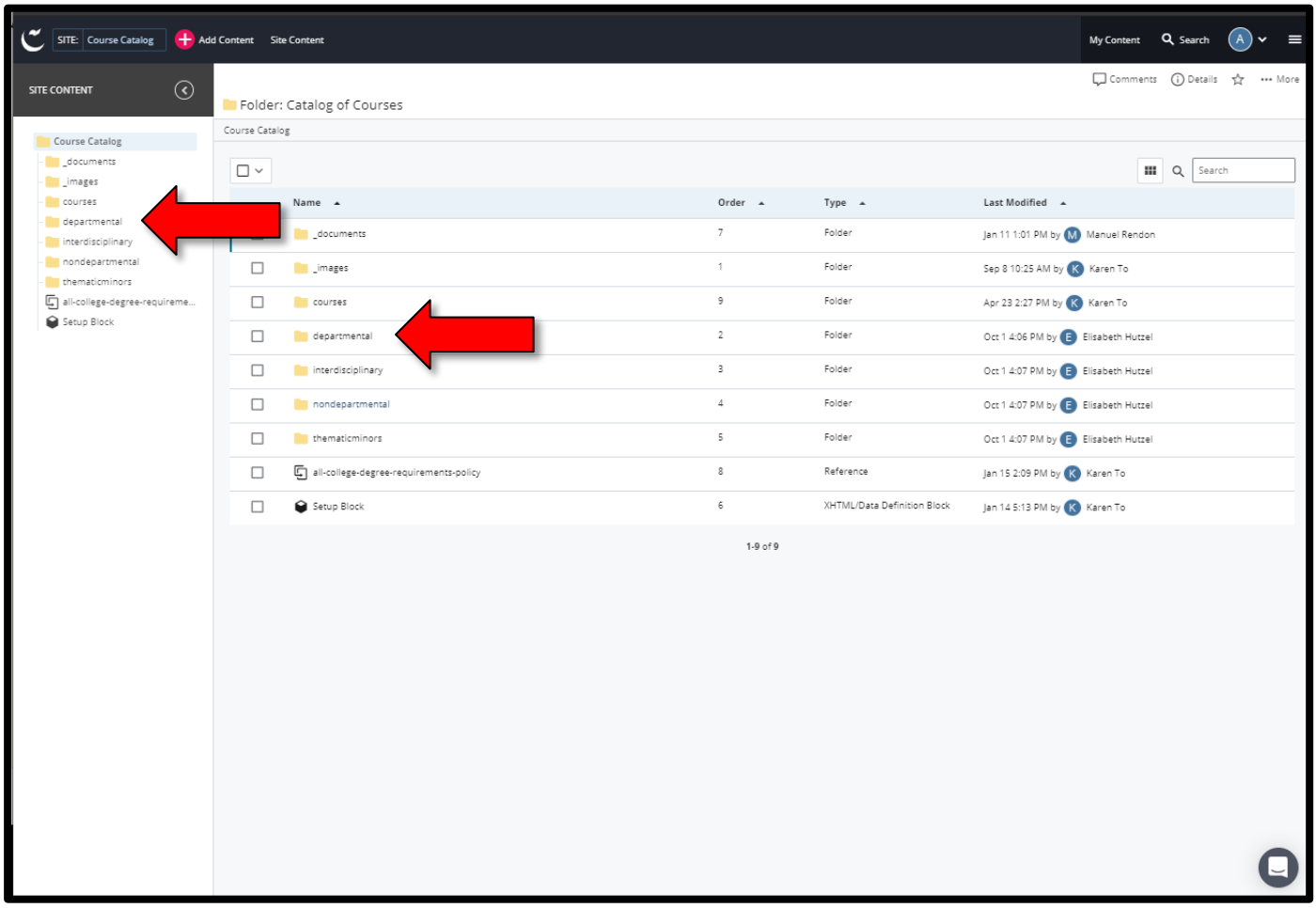
   Interdisciplinary

   Non-Departmental Studies

   Thematic Minors

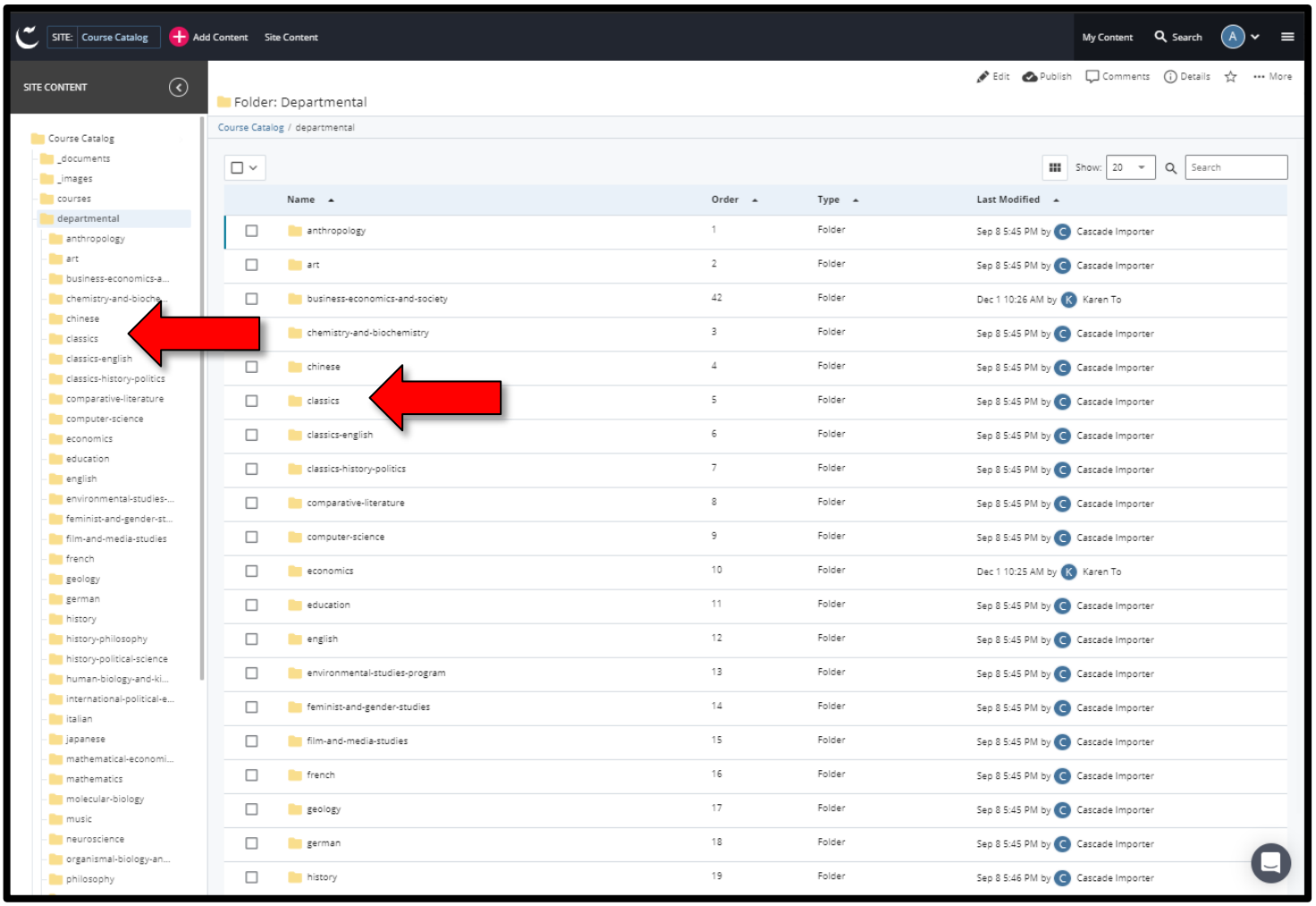
   For this guide, we will select "Departmental" to proceed

   See Below Example:



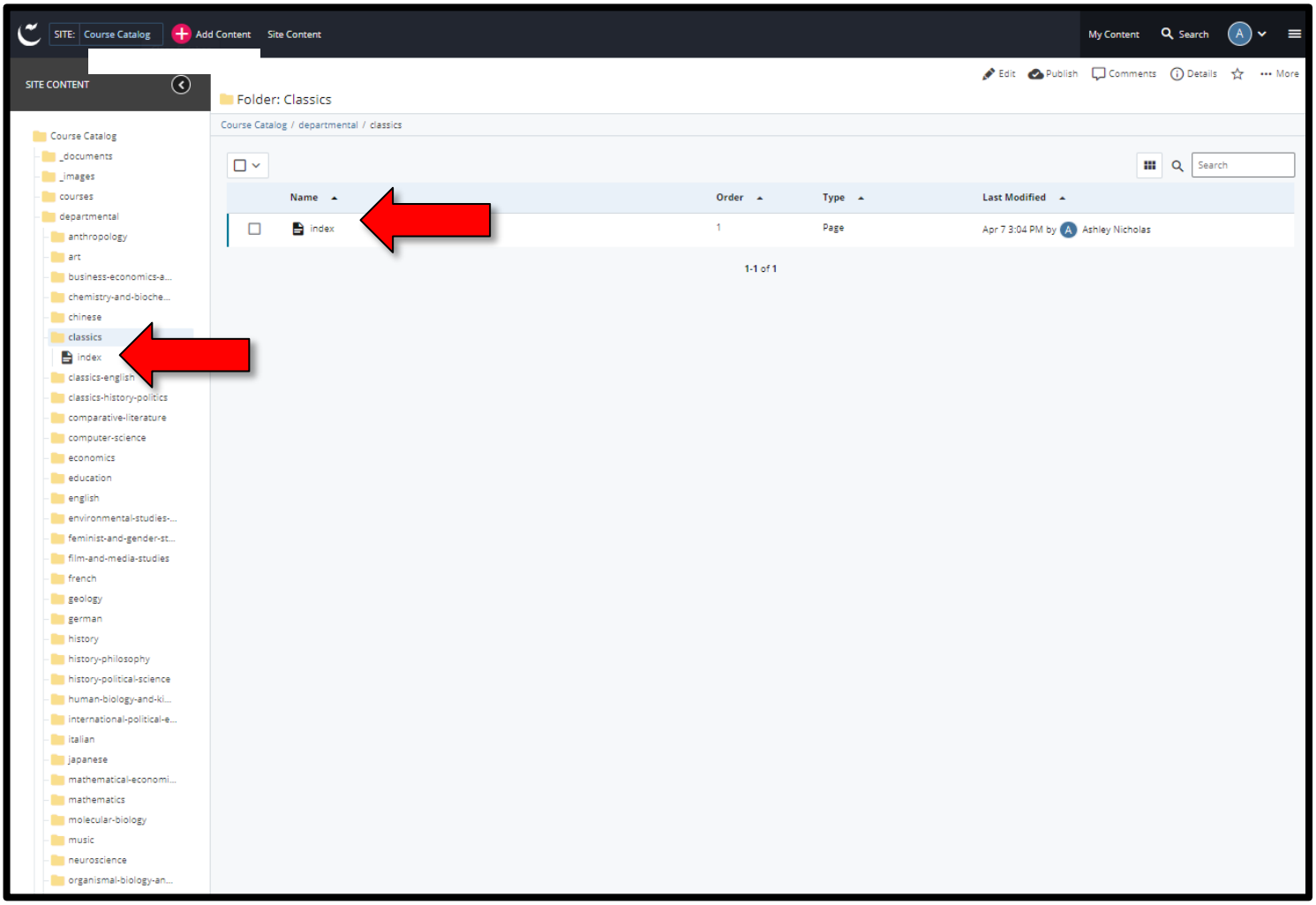
6. Using either the left-hand panel or the middle screen menu, find and double click on your department's folder.

   See Below Example:



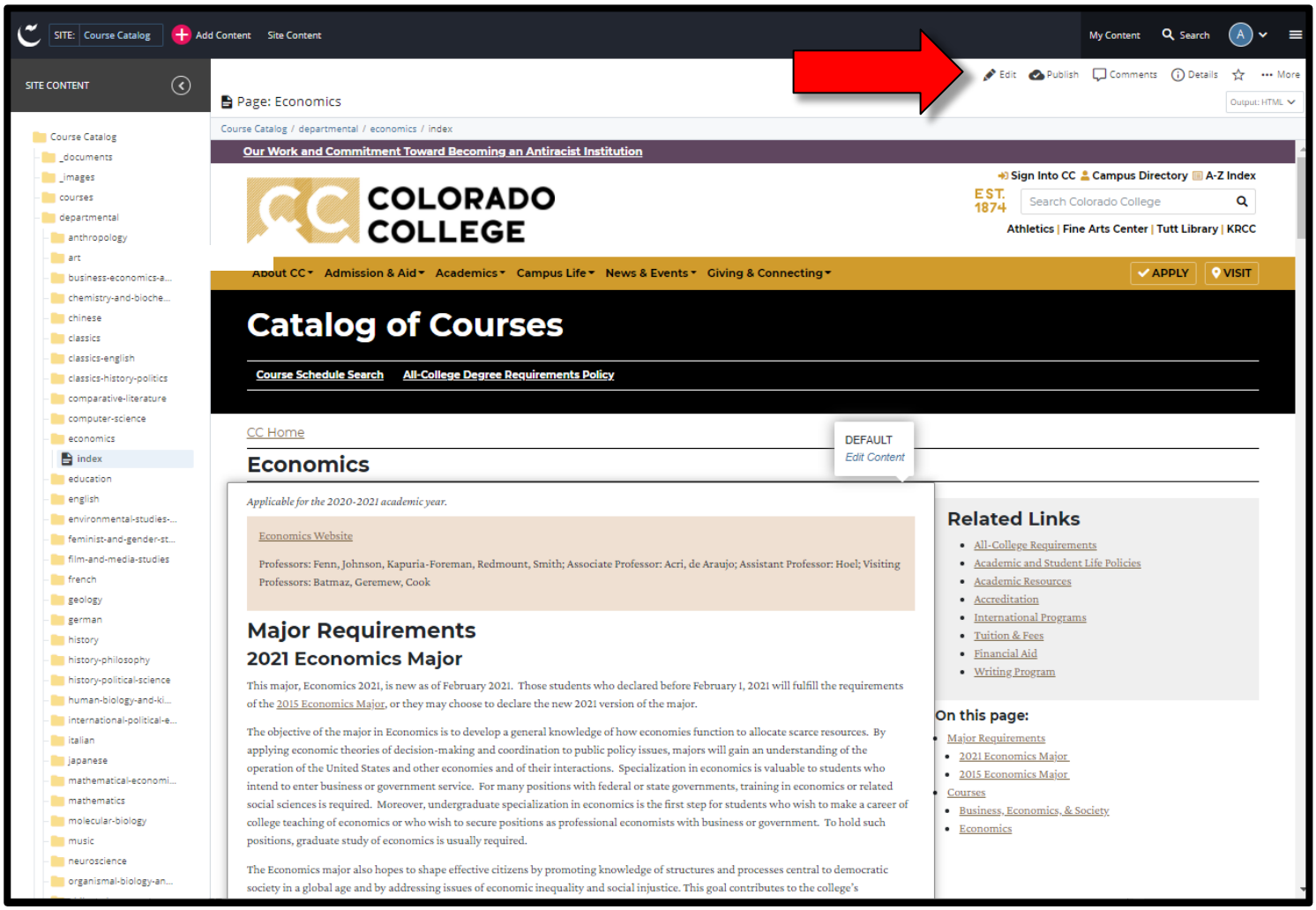
7. Your department's folder will open and an **index** page will be available. Using either the left-hand panel or the middle screen menu, double click the index page to proceed.

   See Below Example

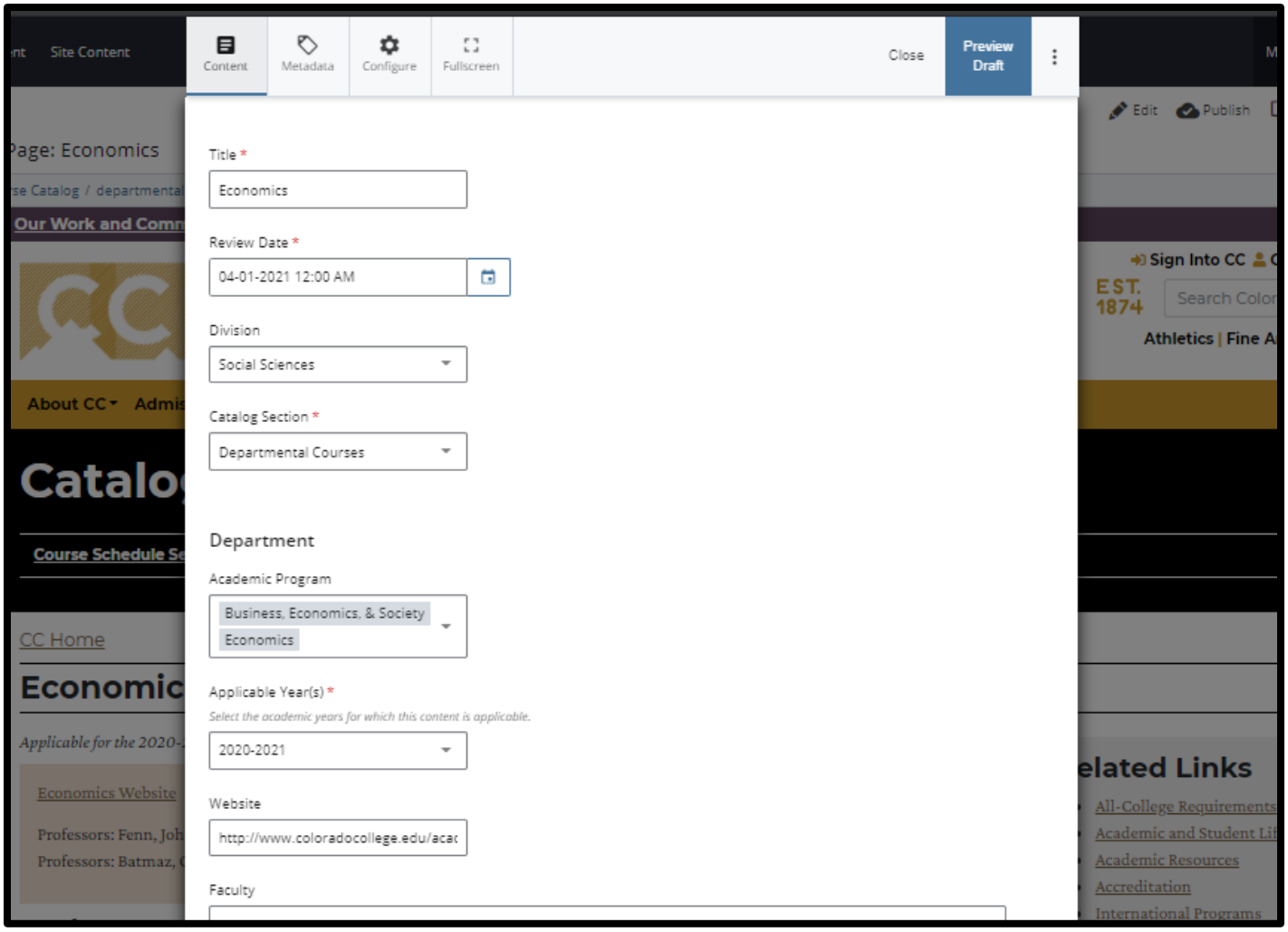


8. This will bring up your page to edit. At the top-right corner, find and select **Edit** to open up the editor and begin making your changes.

   See Below Example:



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)

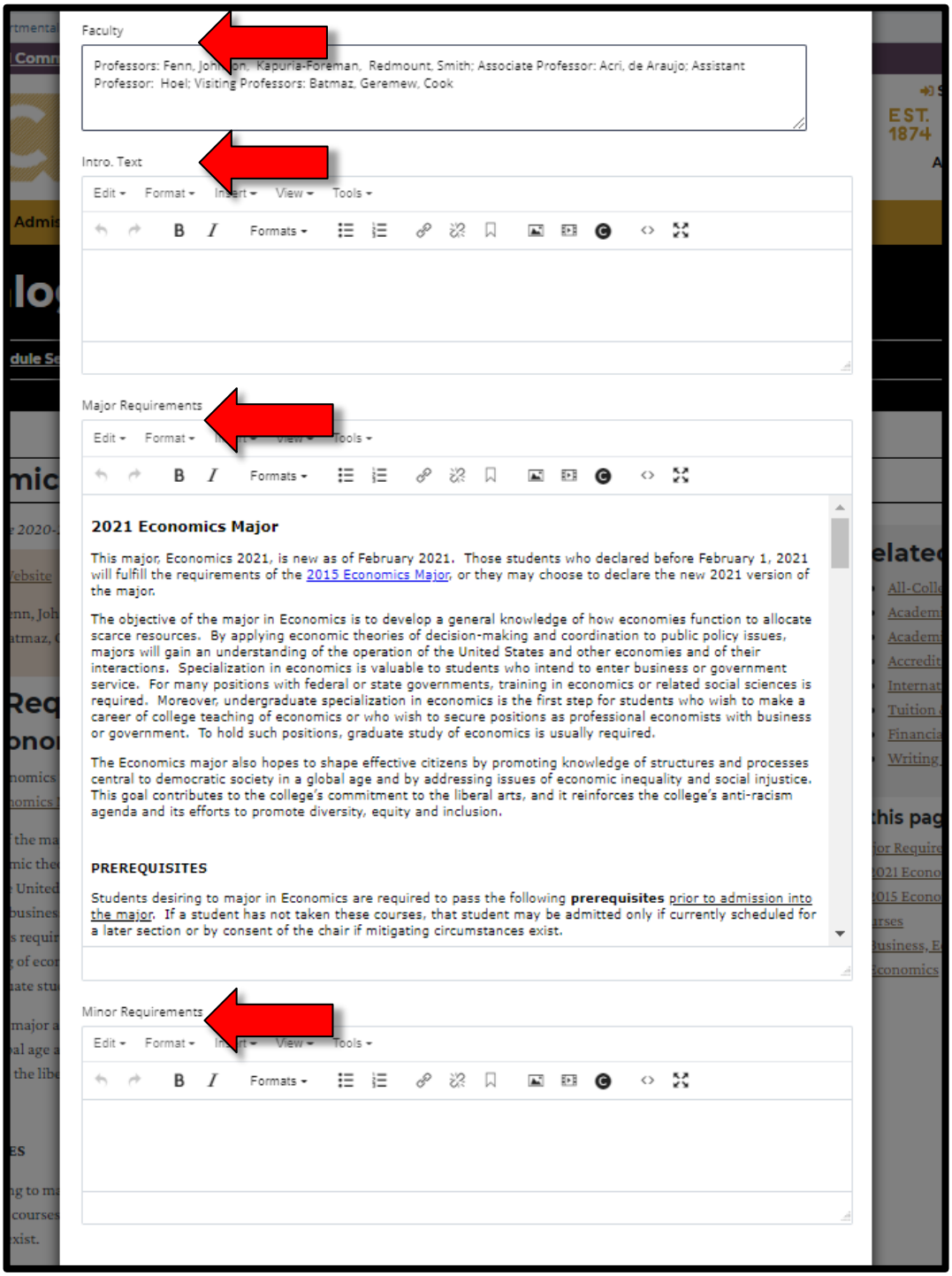


10. The information that will be required to review and update as needed are the following:

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:



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!