Note: Both curriculum changes, proposals, deactivations AND catalog edits are done in the SAME ONLINE SYSTEM

https://nextcatalog.tarleton.edu – Login with your NTNET credentials
- For access to catalog pages contact Matt Bouquet @ x9387
- For access to programs/courses (CIM) contact Diane Taylor @ x9598

Anatomy of a PAGE:

Above is what a typical page looks like after you click EDIT PAGE in the top left corner.

- **Catalog**: You can click Edit “Page Body” for 1. “fluff” catalog changes or, 2. editing descriptive text of degree programs. Then click to begin the approval process.

- **Programs**: You can click CIM Program Requirements for proposing, editing, or deactivating programs. You can do that ANYWHERE you see that link – you can access all your programs in CIM from any available CIM Program Requirements link.

- **Courses**: To edit, propose, or deactivate a course in CIM, go to the Courses tab and click the icon next to the course. For just the syllabus, click the icon. As with programs, you can access any of your courses in CIM from any page you see a icon.
Curriculum and catalog changes can occur year round, however, the deadline for all changes and approvals to be complete for the next catalog is always **January 31**. Curriculum and catalog changes for the year after that can begin on February 1.
Catalog

The **Catalog (also known as Courseleaf)** material is edited in a different part of the system from the Programs/Courses. You navigate to the page of the catalog you want to make edits on, then use the Toolbar.

**Catalog Toolbar:** This is for Catalog content (such as “fluff”)

- **Set Up:** Edit the page title, college & department selection, departmental website, keywords. When you select **Set Up** on the **Courses** tab, you can select which course subjects you want displayed on that tab.
- **Address:** Edit the **Contact Info.** tab for the department head information
- **Faculty List:** Edit the listing on the **Faculty** tab (just first initial and last name)
- **Page Body:** Edits the “fluff” catalog material or descriptive text in programs. You will be given an editor that looks much like a word processor. Program information will be in blue boxes, which you CANNOT edit in the Page Body. Do not delete these blue boxes without permission from the Registrar.
- **Help:** Online help area, contains documentation
- **Accuracy Report:** Checks the page for errors
- **Show Differences:** Shows the “mark-up” changes with red and green text, much like Word’s “track changes.”
- **View as PDF:** See the PDF version of that page, and how it would appear in the printed catalog.

**Bottom Catalog Toolbar:** Again, for Catalog content only

- **Page Owners:** Usernames of those who have EDIT access to the catalog “fluff” content.
- **Workflow:** All workflows are labeled as “standard” and will automatically send email notification to the next person designated for that workflow.
- **Last Edited:** This will tell you who edited the page last and when.
- **Start Workflow:** Once you are finished making your edits to the catalog content, press this button to begin the approval process.

**For more tips and information go to **Help in your Toolbar.
Curriculum Inventory Management (CIM)

Also known as Program Management and Course Management, CIM is where you propose new, edit, and deactivate curriculum items. You will navigate the catalog to get to the curriculum you need to edit.

1. To get to CIM you must click EDIT PAGE on the top left corner of the page containing the curriculum that you need to edit.

- For Degree Programs, click above to the program name.
  **Tip: you can get to any program that you should have access to by clicking this link.**

- For Courses, go to the Courses tab or the Course Index (in the right column) and click the next to the course.
  **Tip: you can get to any course that you should have access to by clicking the icon.**
Here are what the Program Management and Course Management screens look like:

**You can search for any part of the CODE or TITLE of the items in the Search Box to locate programs and courses you have access to edit. Use the * key to pull up all, or use the * in combination with part of the name/code. Example: ACC* pulls all Accounting courses.**
**CIM Program and Course Screens:**
When you propose or edit a Program or Course, you will get a screen with form fields. The fields highlighted in red are required. If you see a 🌐 icon, it means you can click it for more information about that particular field. Once you fill out all of the fields, you can either Save Changes to save and come back to finish later, or if you are completely done, click Save & Start Workflow.

![Course List Screen](image)

**Course List:**
When you create the Required Courses list or Concentration Areas, you will get a Course List screen like the one on the right.

To find and add courses, choose your college, then the department the course resides in. Select the course and click the ➤ button to add it to the list. Then you can customize that course item by adding a comment, changing the hour value, or adding a footnote number (footnote text is added elsewhere.)

If the course is not yet created, use the “Quick Add” box to type out and add the course. To remove courses, highlight them on the right side and click the ⏸️ button to move it out. The **Double Dipped** designation is for a course shared with the General Education Requirement – it lists the course under both Gen Ed and under the degree, but only counts it once for the hour value.

**For more information on Course Lists, click the 🌐 icon in your Toolbar and search “Course List.”**