Training Materials - Editing College/Dept. Info Pages

Section: Other Forms

How do departments and colleges update their general information pages that appear in the Catalog?

*Note: this process replaces the previous "Proof" process in Cascade. The modifier and approver roles for catalog pages have been discontinued. Departments/Colleges do not need to request access for users to make revisions.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Activity</th>
<th>Screen Capture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Login to Kuali at unm.kuali.co with your UNM net ID and password. Select the Curriculum tile.</td>
<td><img src="image-url" alt="Kuali Screen Capture" /></td>
</tr>
</tbody>
</table>
2. Navigate to **My Dashboard** on the left-hand side of the screen. 
   Click on **Other Forms**.

3. Search for the name of your College or Department. 
   Click the title to open your information page.

4. Select "Propose Changes" and choose the effective term you wish the changes to take effect. 
   **Note**: you must choose either a Fall or Spring term. Information pages are not updated in the Summer.
5 Use the text editor tool to revise your College/Department information. Take care to ensure your text is free of typos and easy to read. Check all links. Remove and/or update broken and outdated links.

6 When you are satisfied with your revisions, select Leave Edit Mode at the top right corner of the page to view a preview.

(Optional) Send your draft to another person for review by tagging them in a comment. This step is recommended if you’d like your dean, department chair, or director's approval.

Use the “edit” function to make further changes to your draft if needed.

7 When you are satisfied with your proposal, click Submit For Approval at the top right.

The Registrar’s Office will review your revisions and update your information page at the appropriate time for the requested term. Only one form may be submitted per term, so make sure you’ve made all the necessary changes before submitting your draft.
Catalog edit FAQs

What should be included on department/college info pages?

General information about the department/college. The Registrar’s Office will not update this page for you, so be mindful of what you choose to include. Content that changes frequently (e.g. elective lists, faculty lists) should not be listed in the Catalog. Instead, host that information on your department/college site and provide a static hyperlink in the catalog. Check that links are active and remove any references that direct to the old catalog.

What should NOT be included?

Curriculum information should not be included. In Kuali curriculum information (e.g. degree requirements, graduation requirements) is housed in the program record. Do not include degree roadmaps.

Where did the undergraduate/graduate index pages go?

That type of content hierarchy does not exist in Kuali. Information from the undergraduate/graduate index pages has been rolled into the program record(s).

How often can the information page be edited in Kuali?

Departments/colleges may submit two revisions per year (once in Spring term, once in Fall term). There will not be a second opportunity to revise your draft once it’s been approved for the term. Departments/Colleges should make every effort to ensure their proposed text is correct before submitting their proposal each term.

Do we have to submit edits every term?

No. if you don’t wish to update your page, don’t submit edits. Your page content will stay the same until indefinitely unless a revision is submitted.

Are there two “proofing” periods?

No. Kuali does not function in the same way as the old Cascade Catalog. Departments/Colleges should make every effort to ensure their proposed text is correct before submitting their proposal each term. There will not be a second opportunity to revise your draft once it’s been approved for the term.

Do modifier/approver roles exist?

No. Kuali does not have a modifier or approver role. Each department/college should determine who is responsible for editing their catalog entry.