Student Services Managers

Office of Undergraduate Curricula
February 10, 2021
SSM MEETING, 2-10-2021

Agenda

• Writing and Learning Center - Resources and Support Services
  Kimberly Abels

• Updates from the University Registrar
  Lauren DiGrazia

• Block Enrollment and NSO Seat Reserve Process
  Ben Haven, Allison Mitchell, Paige Abe

• Classroom Scheduling Reports
  Sally Lakomiak, Rachel Serrano

• University Catalog – Mini-Training + Q/A
  Nick Siedentop
Annual Production Schedule

**Step 1**
Dept/School Editors

By March 15

*Login:*
https://nextcatalog.unc.edu/

Navigate to your dept/school Catalog page(s). When all edits are completed, **Start Workflow.**

*Role Name Example:* AMST CAT Editor

**Step 2**
Dept/School Approvers

By March 31

Use link in the email notification or **Login** and select Your Role:
https://nextcatalog.unc.edu/courseleaf/approve/

Make additional edits, rollback to dept/school editors, or **Approve** Catalog page(s).

*Role Name Example:* SOE CAT Approver

**Step 3**
OUC & Graduate School Editors

By April 15

Use link in the email notification or **Login** and select Your Role:
https://nextcatalog.unc.edu/courseleaf/approve/

Make additional edits, rollback to dept/school editors, or **Approve** Catalog page(s).

*Role Name Example:* CAT UGRD Editor

**Step 4**
Catalog Editor (Registrar)

By May 15

Reviews all Catalog edits.

*Publish to live site by June 1:*
https://catalog.unc.edu/

*Role Name:* CAT Editor

**Additional Resources:**
https://registrar.unc.edu/courses/catalog/
### ACADEMIC CATALOG

#### What information can I edit in the Catalog and when do I use CIM?

<table>
<thead>
<tr>
<th>Section/Content</th>
<th>Catalog (CAT) or CIM?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program overview statement</td>
<td>CAT</td>
</tr>
<tr>
<td>Program learning outcomes</td>
<td>CAT</td>
</tr>
<tr>
<td>Contact information (contact info on dept page will automatically update program pages)</td>
<td>CAT</td>
</tr>
<tr>
<td>Special opportunities (e.g., Honors, Internships, Study Abroad, Awards)</td>
<td>CAT</td>
</tr>
<tr>
<td>Department overview statement</td>
<td>CAT</td>
</tr>
<tr>
<td>Advising information</td>
<td>CAT</td>
</tr>
<tr>
<td>Graduate school &amp; career opportunities</td>
<td>CAT</td>
</tr>
<tr>
<td>Faculty list</td>
<td>CAT</td>
</tr>
<tr>
<td><strong>Course information</strong>  (e.g., title, description, Gen Eds, requisites, credit hours)</td>
<td><strong>CIM-Courses</strong></td>
</tr>
<tr>
<td>October 15, 2020 deadline for AY 2021-22</td>
<td></td>
</tr>
<tr>
<td><strong>Program requirements</strong> (all the content that appears on the ‘Requirements’ tab)</td>
<td><strong>CIM-Programs</strong></td>
</tr>
<tr>
<td>October 15, 2020 deadline for AY 2021-22</td>
<td></td>
</tr>
<tr>
<td><strong>Program sample plan</strong> (contact Nick Siedentop if you want to add a new sample plan)</td>
<td><strong>CIM-Programs</strong></td>
</tr>
</tbody>
</table>
## CATALOG AND CIM

### Bookmark these websites:

<table>
<thead>
<tr>
<th>Catalog (CAT)</th>
<th>Curriculum Inventory Management (CIM)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Catalog:</strong></td>
<td><strong>CIM-Course Form:</strong></td>
</tr>
<tr>
<td><a href="https://catalog.unc.edu/">https://catalog.unc.edu/</a></td>
<td><a href="https://nextcatalog.unc.edu/courseadmin/">https://nextcatalog.unc.edu/courseadmin/</a></td>
</tr>
<tr>
<td><strong>Next Catalog:</strong></td>
<td><strong>CIM-Program Form:</strong></td>
</tr>
<tr>
<td><a href="https://nextcatalog.unc.edu/">https://nextcatalog.unc.edu/</a></td>
<td><em>(undergraduate programs only)</em></td>
</tr>
<tr>
<td>✓ Make edits</td>
<td><a href="https://nextcatalog.unc.edu/programadmin/">https://nextcatalog.unc.edu/programadmin/</a></td>
</tr>
<tr>
<td>✓ Start workflow</td>
<td></td>
</tr>
</tbody>
</table>

**CIM & CAT Approval:**
[https://nextcatalog.unc.edu/courseleaf/approve/](https://nextcatalog.unc.edu/courseleaf/approve/)

- ✓ Review changes
- ✓ Edit, rollback, or approve!
Introducing Your Program – Overview Content

- How would you describe your program to a senior in high school? (1-2 sentences)
  
  **Tip:** You might include describing the general content, themes, topics that a student will encounter.

- What is unique or special about your program (that may not be offered at other universities)?
  
  **Tip:** Highlight unique experiences, knowledge, skills, networking opportunities.

- What do students gain from completing this program?
  
  **Tip:** Provide examples of ways students can leverage degree skills after Carolina, describe potential career areas.

Live Demo

- Login
- Navigate to your Catalog page(s)
- Review editing toolbar
- Edit Catalog content, including contact information
- ‘Show Differences’
- View/Create PDF
- Review examples of ‘shared content’
- Preview Workflow
- Start Workflow