Annual Production Schedule

**Step 1**
Dept/School Editors

- **By March 15**
- Login: [https://nextcatalog.unc.edu/](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/](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/](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/](https://catalog.unc.edu/)
- Role Name: CAT Editor

**Additional Resources:** [https://registrar.unc.edu/courses/catalog/](https://registrar.unc.edu/courses/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>
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<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>CIM-Courses</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>CIM-Programs</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>CIM-Programs</td>
</tr>
</tbody>
</table>

October 15, 2020 deadline for AY 2021-22
Projects for Expanded Pilot Phase: Reflection & Integration

**Research & Discovery**
- Expand course offerings
- Course or independent study
- Goal: Provide opportunities in all departments & schools

**Communication Beyond Carolina**
- Developing curriculum resources for faculty (e.g., sample syllabi, activities, grading rubrics)
- Mini-workshop in March 2021
- Goal: Provide opportunities in all department & schools

**High Impact Experiences**
- Expand course offerings
- Developing curriculum resources for faculty (e.g., sample syllabi, course development guides)
- Goal: Provide opportunities in all departments & schools

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