

CSU General Catalog 2023-24 Annual Review Cycle

Presented by Susan Horan

CourseLeaf Systems Analyst

[CSU General Catalog](#)

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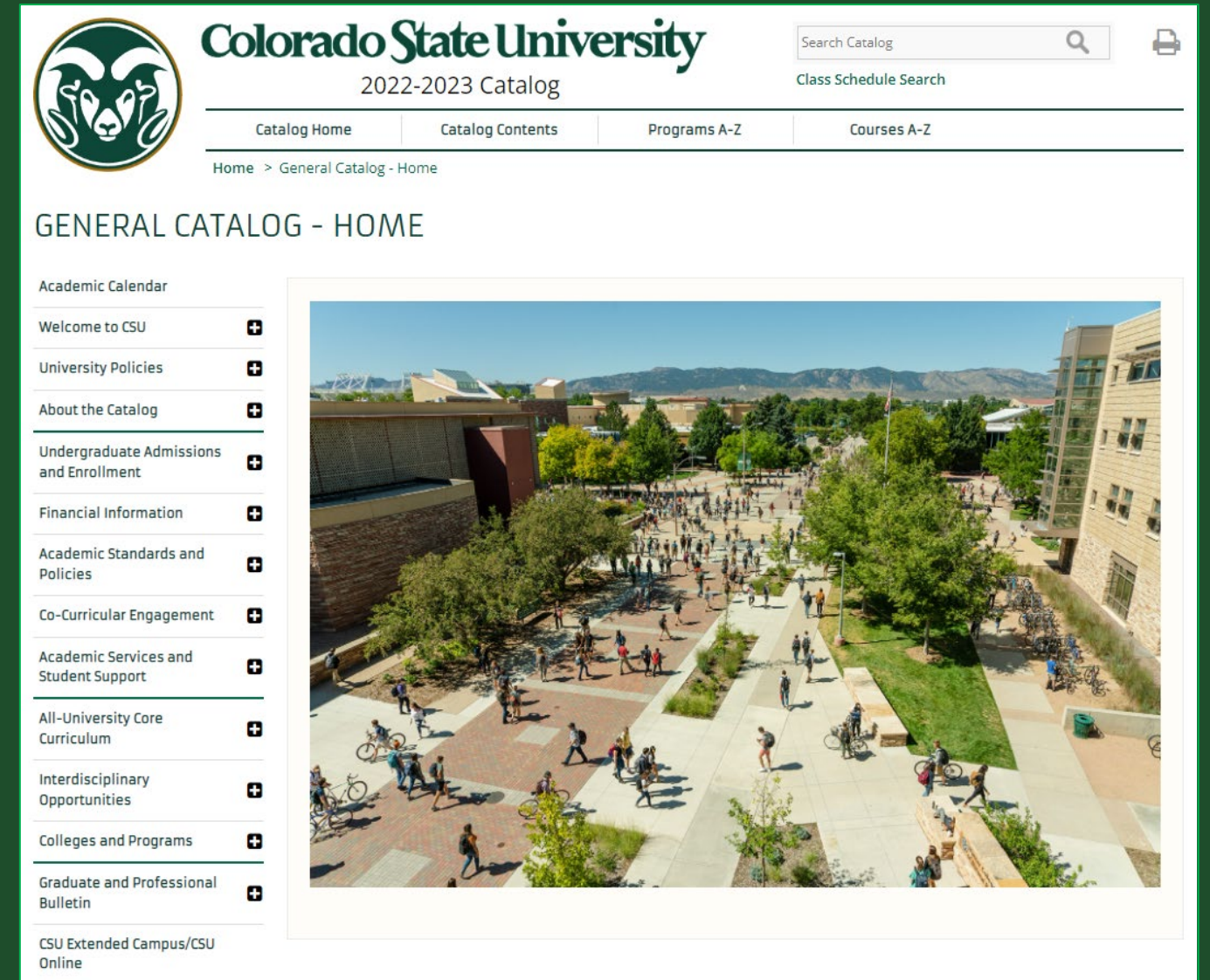


Colorado State University

What is the General Catalog?

<https://catalog.colostate.edu/general-catalog/>

- An official, centralized University publication describing academic programs, student services, general regulations, requirements and procedures.
- Provides information to current students, prospective students, parents, faculty, staff, and external constituents.
- The official “document of authority” for current students.
 - Accuracy and consistency are key.
- Helps attract prospective students.

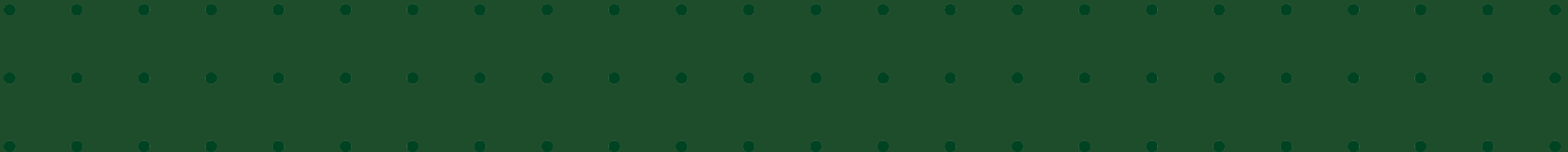


The screenshot displays the Colorado State University 2022-2023 General Catalog website. At the top left is the CSU logo, a green and gold ram's head. To its right is the text "Colorado State University" in a serif font, with "2022-2023 Catalog" below it. A search bar labeled "Search Catalog" and a "Class Schedule Search" link are in the top right. A navigation menu below the header includes "Catalog Home", "Catalog Contents", "Programs A-Z", and "Courses A-Z". The main heading is "GENERAL CATALOG - HOME". On the left is a vertical menu of expandable sections, each with a plus sign icon: "Academic Calendar", "Welcome to CSU", "University Policies", "About the Catalog", "Undergraduate Admissions and Enrollment", "Financial Information", "Academic Standards and Policies", "Co-Curricular Engagement", "Academic Services and Student Support", "All-University Core Curriculum", "Interdisciplinary Opportunities", "Colleges and Programs", "Graduate and Professional Bulletin", and "CSU Extended Campus/CSU Online". On the right is a large photograph of a university campus plaza with many people walking, trees, and buildings under a clear blue sky.

How is the Catalog Published?

<https://catalog.colostate.edu/general-catalog/>

- The Catalog is re-published once a year every August prior to the start of the Fall term. It is published electronically only.
- CSU is one of 450 schools across the nation using CourseLeaf CAT software to produce their catalog.
- See the [About the Catalog](#) page for additional information on Catalog updates.

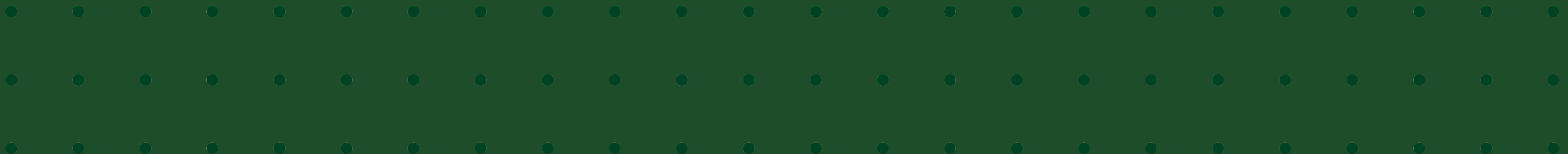


The Annual Editing Cycle

The edit cycle is an opportunity to:

- Provide and/or edit narrative descriptions of department/unit offerings
- Add new images – submit jpgs to ro_catalogeditor@colostate.edu
- Update department contact information
- Update approved policies and procedures
- Check/update links to department websites

The Provost's Office and the Office of the Registrar collaborate to produce the CSU General Catalog. We rely heavily upon departments to provide current content that is accurate, relevant, and accessible to students, families, faculty, and staff and to our external constituents.

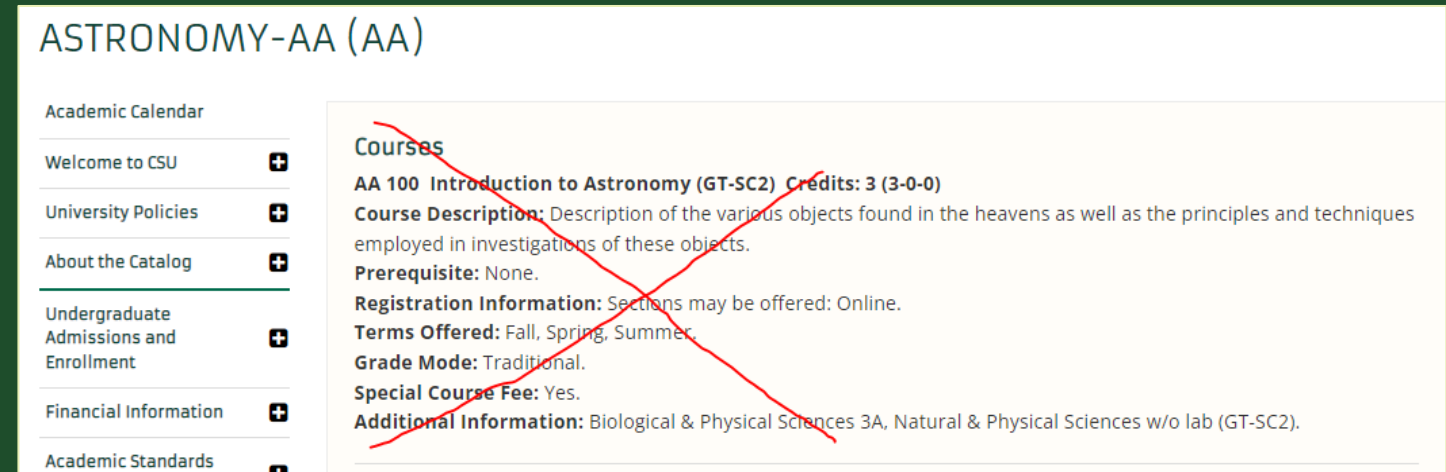


The Annual Editing Cycle

You will not be able to edit the following information:

Course Information (includes course titles, course numbers, credits, course description, prerequisites, registration information, terms offered, etc.). This also includes removing a course from the Catalog. In order to remove a course entirely, the course must be submitted for deactivation in CIM.

Program Requirements and Major Completion Maps



ASTRONOMY-AA (AA)

Academic Calendar

Welcome to CSU +

University Policies +

About the Catalog +

Undergraduate Admissions and Enrollment +

Financial Information +

Academic Standards +

Courses

AA 100 Introduction to Astronomy (GT-SC2) Credits: 3 (3-0-0)

Course Description: Description of the various objects found in the heavens as well as the principles and techniques employed in investigations of these objects.

Prerequisite: None.

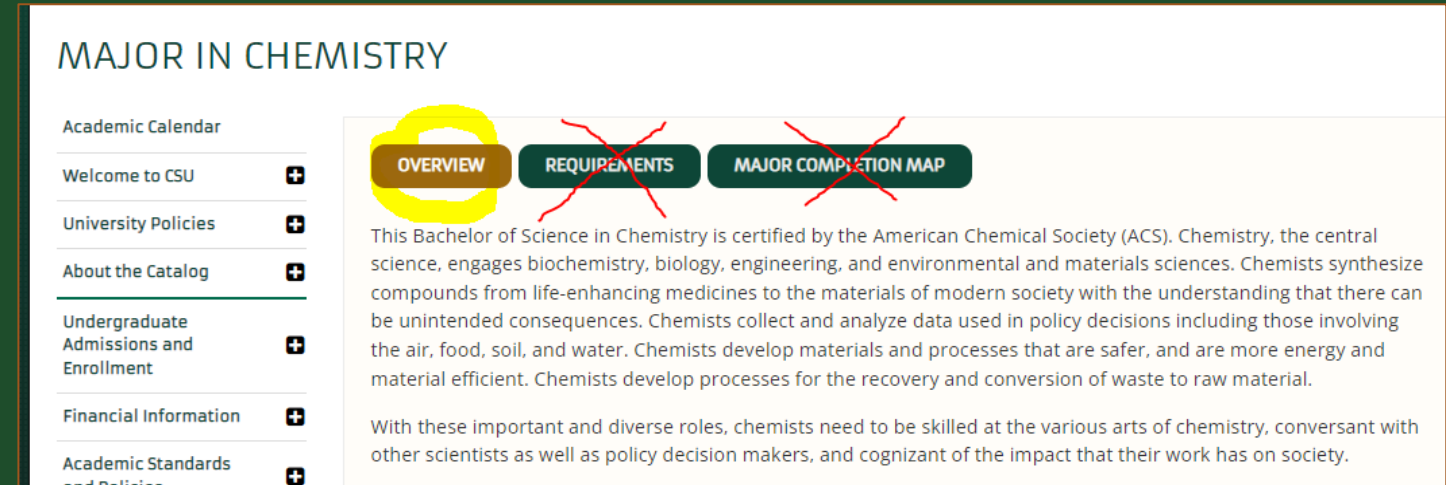
Registration Information: Sections may be offered: Online.

Terms Offered: Fall, Spring, Summer.

Grade Mode: Traditional.

Special Course Fee: Yes.

Additional Information: Biological & Physical Sciences 3A, Natural & Physical Sciences w/o lab (GT-SC2).



MAJOR IN CHEMISTRY

Academic Calendar

Welcome to CSU +

University Policies +

About the Catalog +

Undergraduate Admissions and Enrollment +

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OVERVIEW ~~REQUIREMENTS~~ ~~MAJOR COMPLETION MAP~~

This Bachelor of Science in Chemistry is certified by the American Chemical Society (ACS). Chemistry, the central science, engages biochemistry, biology, engineering, and environmental and materials sciences. Chemists synthesize compounds from life-enhancing medicines to the materials of modern society with the understanding that there can be unintended consequences. Chemists collect and analyze data used in policy decisions including those involving the air, food, soil, and water. Chemists develop materials and processes that are safer, and are more energy and material efficient. Chemists develop processes for the recovery and conversion of waste to raw material.

With these important and diverse roles, chemists need to be skilled at the various arts of chemistry, conversant with other scientists as well as policy decision makers, and cognizant of the impact that their work has on society.

How do I make changes to curriculum requirements?

- ALL changes to courses and program requirements must be submitted in CIM and go through an electronic approval process that includes the University Curriculum Committee (UCC).
- For more information, visit the [Curriculum and Catalog website](#) and see the [Curricular Policies and Procedures Handbook](#).



The screenshot shows the top of the Colorado State University Course Inventory Management (CIM) system. At the top left is the Colorado State University logo, featuring a ram's head in a circle, followed by the text "Colorado State University". To the right of the logo is a "Help" link with a question mark icon. Below the logo and text is the title "COURSE INVENTORY MANAGEMENT". Underneath the title is a brief instruction: "Search, edit, add and inactivate courses. Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with 'MATH,' *MATH everything that ends with 'MATH' and *MATH* everything that contains 'MATH.' The system searches the course code, title, workflow step and CIM status. Quick searches provides a list of predefined search categories to use." Below this text is a search interface with a text input field, a green "Search" button, and two checkboxes: "Archive" and "History". To the right of these checkboxes is the text "- OR -" and a green "Propose New Course" button. Further right is a dropdown menu labeled "Quick Searches..." with a downward arrow.

The Annual Editing Cycle: Kickoff Email

- When a page moves into your role, you will receive an automated email from **Catalog and Curriculum Management** notifying you that there is a Catalog page waiting for review.
- You may receive multiple emails if you have more than one page to review. Unfortunately, the software does not allow batching of all department pages together.
- Your role is not your name – it is the name of the Catalog Editor role assigned to you. For example, “SOCR Admin” or “HIST Chair”.

From: Catalog and Curriculum Management <colostate@notify.courseleaf.com>
Sent: Thursday, March 3, 2022 12:16 PM
To: [REDACTED] <[REDACTED]@ColoState>
Subject: CSU General Catalog Review: SPCM Grad Coord

**** Caution: EXTERNAL Sender ****

[REDACTED]

We need your input to edit the General Catalog for the 2022-2023 edition.
The General Catalog content related to your department's work is ready for review. You may receive multiple emails if you have more than one page to review.

The deadline for ALL edits to be returned to the Catalog Editor for publication in the 2022-2023 General Catalog is April 15, 2022. In order to have your changes published in the catalog we a content updates.

Please visit: <https://next.catalog.colostate.edu/courseleaf/approve/?role=SPCM%20Grad%20Coord> to review pages and provide your feedback. You will sign in with your CSU eID and ePassw

WHEN YOU LOG IN PLEASE REMEMBER TO SELECT YOUR ROLE NAME (SPCM Grad Coord) FROM THE DROP-DOWN MENU. (Your ROLE name is listed in the subject line of this email.
Example CHEM Chair)

How to Access Your Catalog Pages

There are three ways to access your Catalog pages:

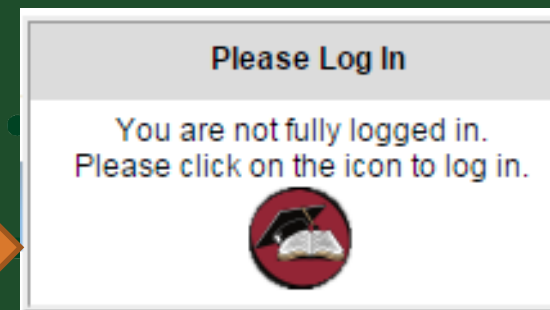
1. If you received an automated email, click on the link inside.

OR

2. Use the Pages Pending Approval link (you'll be prompted for your eID and password):

<https://next.catalog.colostate.edu/courseleaf/approve/>

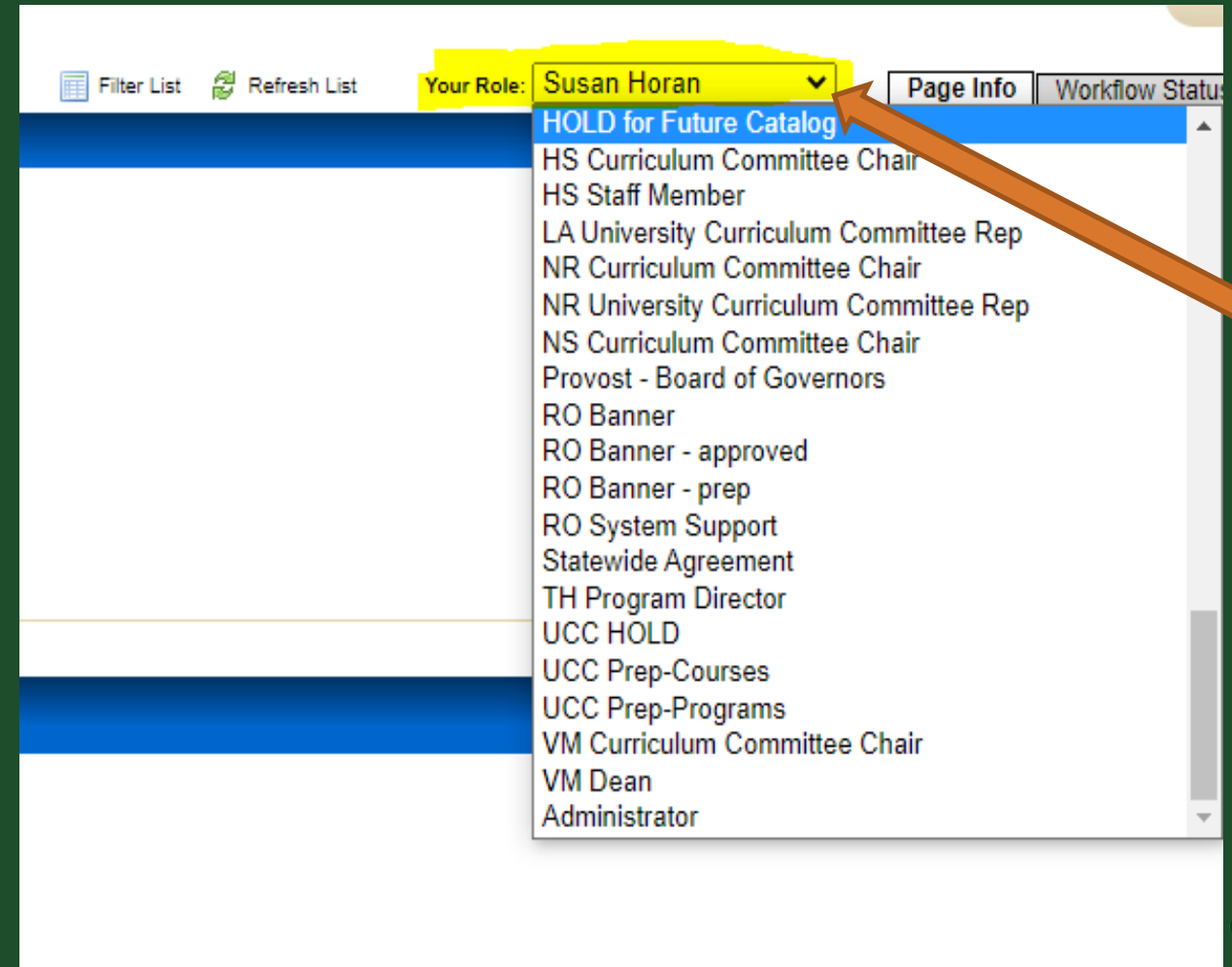
If you see the icon below, click on the red icon to fully log in:



How to Access Your Catalog Pages

4. The 'Your Role' selection will automatically default to your name, but the page will be located under your **Catalog editing role**.

5. Use the 'Your Role' drop-down menu to find your role (**i.e. HIST Chair**).



How to Access Your Catalog Pages

3. You can also access your Catalog pages from [AriesWeb](#):

- a. Log in to AriesWeb with your eid and password.
- b. Under General Tools, click the link for [Curriculum Management System \(CIM\)](#)
- c. Click the link for [CIM – Proposals Pending Approval](#)
- d. Use the ‘Your Role’ drop-down menu to find your role (i.e. **HIST Chair**).

[FERPA](#) | [user agreement](#) | [feedback](#) | [logout](#) | [BANNER help](#)

General Tools

- [BANNER Administrative Pages ?](#)
- [Curriculum Management System \(CIM\)](#)
- [Workflow Access](#)
- [Class Schedule](#)
- [Class Schedule Report](#)
- [Transferologylab](#)
- [Course Catalog](#)
- [Institution Search \(High School, College, Other\)](#)
- [RamSelect \(get lists or email selected populations\)](#)
- [Classroom Schedules \(Classes Only\)](#)
- [Reserve A Classroom](#)
- [Graduate School Reports](#)
- [Other Reports](#)
- [CRN Lookup](#)
- For student-specific tools, first search for a student

Curriculum Management System (CIM)

New CIM users please contact Ro_curriculum@colostate.edu

- [Curriculum Management \(CIM\) - Courses](#)
- [Curriculum Management \(CIM\) - Programs](#)
- [CIM - Miscellaneous Requests](#)
- [CIM - Proposals Pending Approval](#)
- [Curriculum Deadlines](#)

How to Access Your Catalog Pages

1. The catalog pages pending approval will now be listed out.
2. Select the page you would like to review/edit/approve.

COURSELEAF

Pages Pending Approval Filter List Refresh List Your Role: Registrar

PAGE	USER
/general-catalog/admissions/transfer-test-credit: Transfer and Test Credit	Andrea Russo
/general-catalog/financial/tuition-fee-adjustments: Tuition and Fee Adjustments	D Tobiasen-Baitinger

Page Info | Workflow Status | Attached Files | Revision History

Title: Transfer and Test Credit
Last Update: May 5, 2015 11:11am
Template: standard
Page Authors: CAT Editor
Workflow: Registrar Degree, Registrar Assoc, Registrar, CAT Editor
College:
Department:

3. Page Review area will display the pages pending review.
 - Changes are shown in red (deleted text) and green (new text).
 - By default, all changes will be visible. You can turn the changes on/off by choosing the “Hide Changes” button or select a user in the “View Changes By” dropdown to see the changes made by that user only.
 - Hiding changes will allow you to view the document without any markup.

PAGE REVIEW Hide Changes | View Changes By: All Changes Edit Rollback Approve

Owners / Workflow | Manage Tabs | Set Up | Page Body | Accuracy Report | Show Differences | View as PDF | Help | links

Colorado State University
2015-2016 Catalog

Search Catalog

Catalog Home | Catalog Contents | Programs A-Z | Courses A-Z

Home > General Catalog - Home > Undergraduate Admissions and Enrollment > Transfer and Test Credit

TRANSFER AND TEST CREDIT

Academic Calendar

Welcome to CSU

College-Level Courses Completed by High School Students

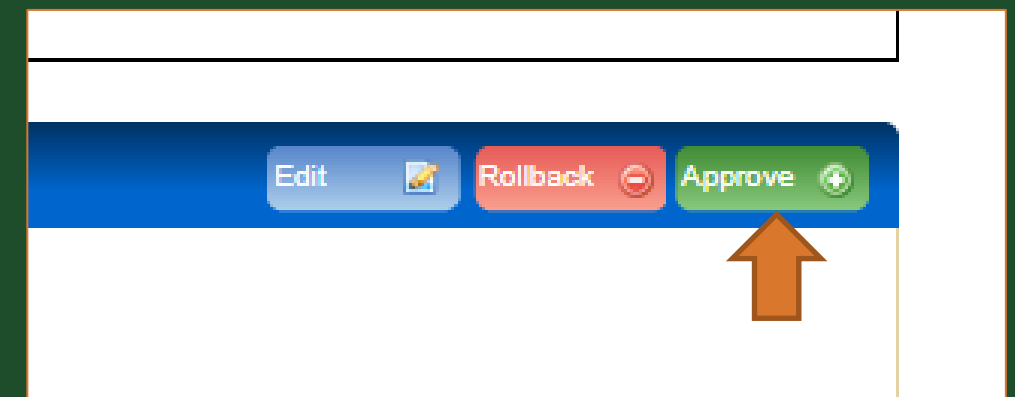
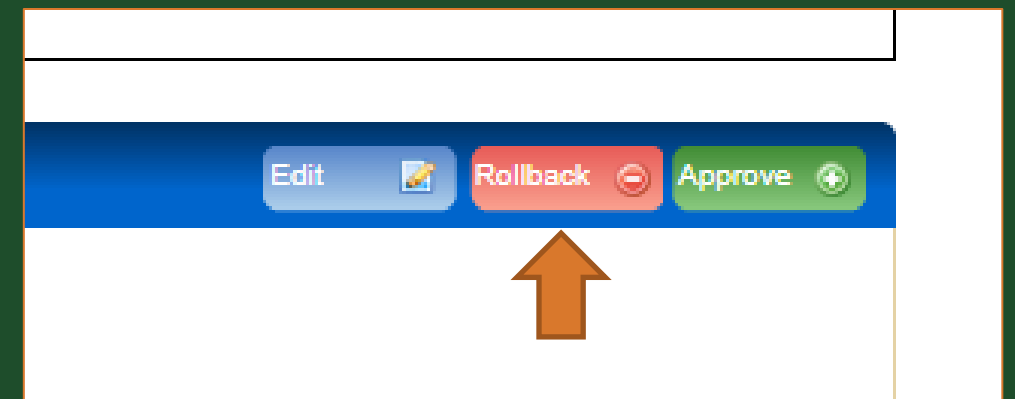
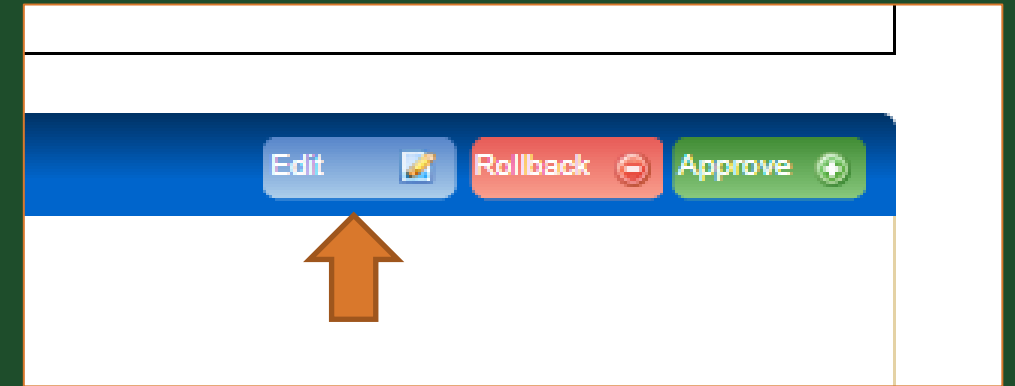
- Advanced Placement (AP)
- College-Level Examination Program (CLEP)
- International Baccalaureate (IB)

How to Edit Catalog Pages

Upon reviewing the proposed changes, you can either:

- a. **Edit** the page. To make edits, choose the blue “Edit” button.
- b. **Rollback** the page to a previous user in the workflow (you can choose any previous step). To rollback, choose the red “Rollback” button, at which time you can make comments about why the page is rolling back. Enter your comments and click “Rollback”. Once those edits are complete, the proposal will move forward through the workflow again.
- c. **Approve** the page to send it to the next step in Workflow. Choose the green “Approve” button.

If you need to come back to the page later, you can do so. Be sure to save any changes before you close out the CourseLeaf console window.




How to Edit Catalog Pages


To **EDIT** content, click the **Edit “Page body”** icon. A separate editing window will open.



BIOMEDICAL ENGINEERING INTERDISCIPLINARY MINOR

Academic Calendar 

Welcome to CSU 

University Policies 

About the Catalog 

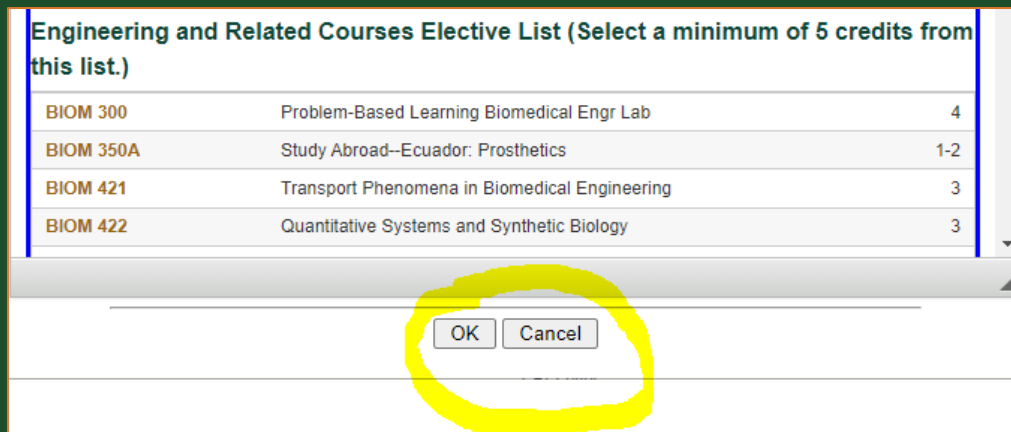
Undergraduate Admissions 

Scott Bioengineering Building, Suite 225
(970) 491-2557
engr.colostate.edu/sbme/undergraduate-programs/bme-minor/

Edit "Page Body" 

The Biomedical Engineering Interdisciplinary Minor offers students an interdisciplinary approach to biomedical engineering education and research. This unique program combines courses in biomedical engineering and life sciences to improve human and animal health and well-being. This 21-credit minimum minor is open to all majors, thus complementing students' major area of study, and BME minor courses may count as electives in a

To **SAVE** your work, click **OK** at the very bottom of the editing window.



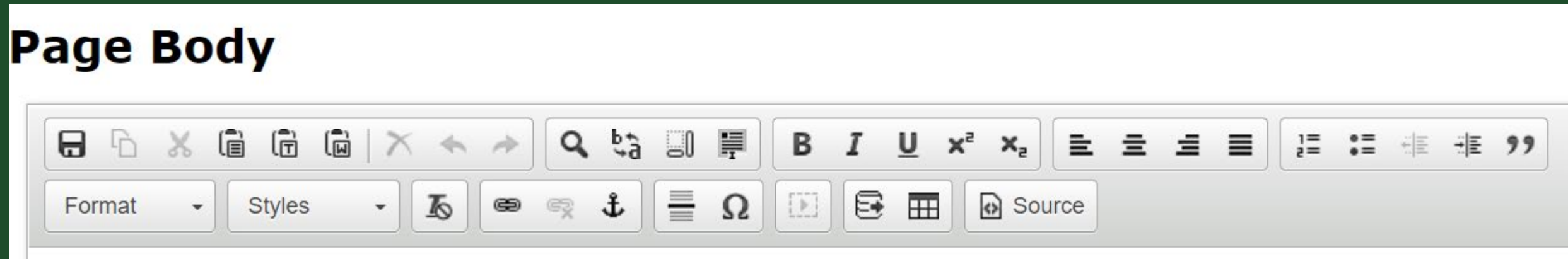
Engineering and Related Courses Elective List (Select a minimum of 5 credits from this list.)

BIOM 300	Problem-Based Learning Biomedical Engr Lab	4
BIOM 350A	Study Abroad--Ecuador: Prosthetics	1-2
BIOM 421	Transport Phenomena in Biomedical Engineering	3
BIOM 422	Quantitative Systems and Synthetic Biology	3

OK **Cancel**

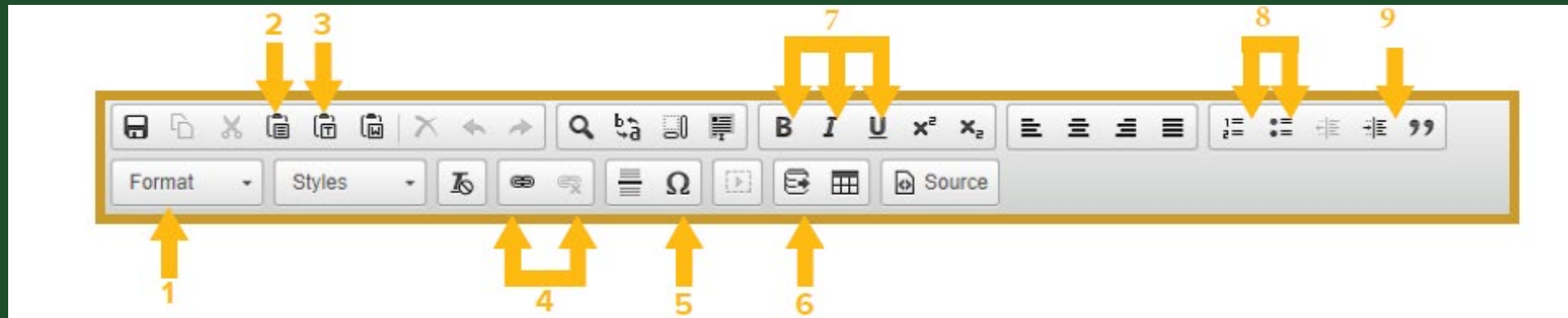
How to Edit Catalog Pages

The toolbar at the top functions similar to a Word Processing toolbar:



Note: If you need to use copy and paste, please paste the content as “plain text.**” In order to do this, copy (**Ctrl+C**) the text from the desired document, then position the cursor in the “Page Body.” Click the Paste button or paste (**Ctrl+V**) the text into the new window provided. Choose “**paste as plain text**”. Use the Word processing toolbar to reformat as necessary. Click **OK** to save the text.

How to Edit Catalog Pages



1. Paragraph Format - This gives you options to adjust the hierarchy of your body copy and allows you to add headers within the text. Headers will affect how viewers using screen readers understand the text. Try not to use Heading 1, as this is the heading for the title of the page. It is best to use Header 2, Header 3, or Normal (regular copy size).

2. Paste

3. Paste as Plain Text - RECOMMENDED (see previous slide)

4. Embed a link/Unlink - To add a hyperlink: highlight the desired text, click this icon and enter the URL. If you are adding a link to connect one Catalog page to another, use the last part of the URL after <https://next.catalog.colostate.edu>. If adding an email address, click on the link icon and type in [mailto:\[insert email address here\]](mailto:[insert email address here]). To remove the hyperlink, highlight the text and click on the paperclip with the 'x'. Please remember to add a URL as a hyperlink - do not insert the full URL within the proposal.

5. Insert Special Characters / Symbols

6. Insert/Edit Database Field - If you have a specific course mentioned in your text, highlight the course number and click this icon. It will link with the CIM description. If you hover over the linked course, a bubble will appear and provide additional information about the course.

7. Formatting - B: Bold/I: Italicize/U: Underlined

8. Numbering/Bullets - If adding a bulleted or numbered list, use this icon instead of typing out the bullets/numbers manually. This will help viewers who have screen readers understand the text better.

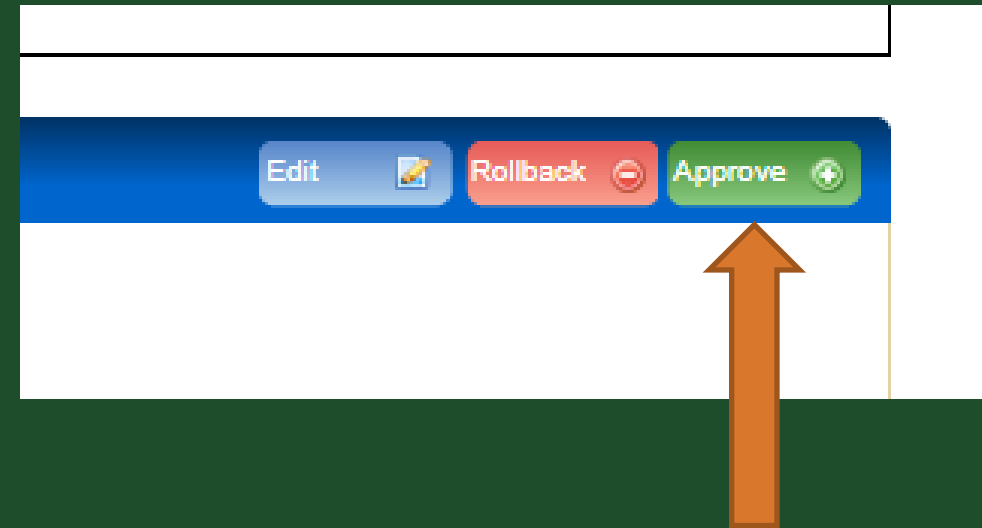
9. Indent text

****Adding Images: Please send a jpg to ro_catalogeditor@colostate.edu. Our unit will need to add the image to our Image Library, and then we can insert it into the page.**

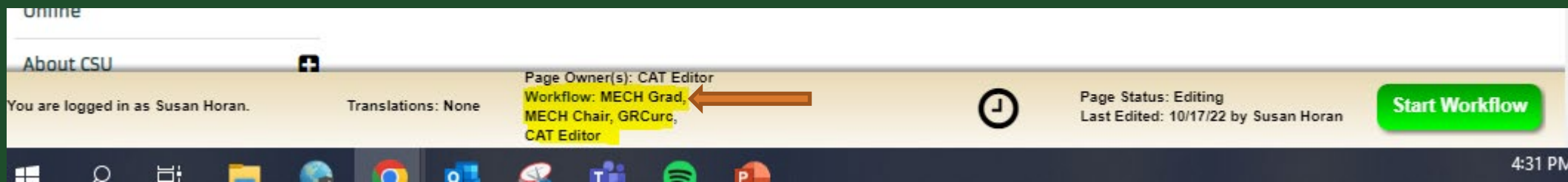
How to Approve Catalog Pages

Even if you have no edits --you **MUST** click the **GREEN APPROVE** button to move the page to the next step in the workflow.

Clicking the **GREEN APPROVE** button completes the process and moves the page to the next person in the workflow.



The menu bar at the very bottom of the page shows the workflow roles that still need to review the page:



Adding a Photo

If you would like to update or add a photo to your page, please send a .jpg to ro_catalogeditor@colostate.edu

CSU Media Library access:
<https://marketing.colostate.edu/online-images-entry/>

College of Agricultural Sciences



Certificate in Music Business



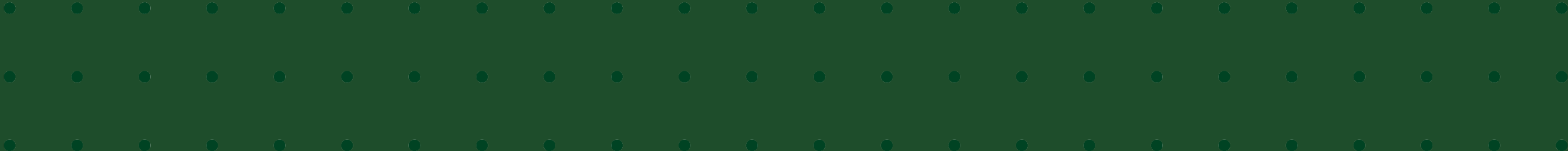
Catalog Deadlines



April 21, 2023 is the deadline for ALL department/unit edits to be returned to the Catalog Editor for publication in the 2023-2024 General Catalog.



Please submit your edits as quickly as possible, as there may be others who need to review/edit content on these pages.



Helpful Tips



Flagging the automated CIM emails in Outlook is helpful because it is very easy to forget about them.



Check all department contact information to make sure it is up to date.



Check all links to make sure they are working.



Keep narrative descriptions clear and concise. Include possible career paths for students who successfully complete programs offered by your department/unit.

- Use the active voice instead of a passive voice: [LINK](#)
- Use action verbs: [LINK](#)

Help Document Link

CIM Main Menu:

Curriculum Management System (CIM)

- [Curriculum Management \(CIM\) - Courses](#)
- [Curriculum Management \(CIM\) - Programs](#)
- [CIM - Miscellaneous Requests](#)
- [CIM - Proposals Pending Approval](#)

CIM Help Documents

[Approving Pages](#)

[Miscellaneous Request \(Memos\)](#)

[Course Form Tips](#)

[Creating Footnotes](#)

[Graduate Program Proposal](#)

[How to Edit Catalog Pages](#)

[Undergraduate Major Completion Map](#)

[Undergraduate Program Proposal](#)



Questions? Who to Contact for Help

Susan Horan

ro_catalogeditor@colostate.edu

