Making Edits to College/Department Descriptions in the Undergraduate and Graduate Catalogs

1) Edits must be performed in Curriculog at [https://uncc.curriculog.com](https://uncc.curriculog.com)

2) Start a proposal using Form 09. Non-Curricular Catalog Section Revision

3) Under Section A, (1) select the college or department that you want to edit; (2) Select Undergraduate or Graduate Catalog; (3) Select “Program” as the default.

4) Under Section B, import the college or department description you want to edit by scrolling to the top of the form and selecting the ![icon](image.png) icon.

5) Select the Undergraduate or Graduate Catalog to edit.

6) Under “Filter by Field, select “Name.”
7) Under “Name,” enter some or all of your college or department name and select the “Search Available Curriculum” button.

![Image of Filter Programs]

8) Click on the appropriate Search Result above and then click on the “Import this Item” button.

![Image of Import Data Into Your Proposal]
9) The Catalog Section Title and Catalog Section Text fields will automatically populate the information from the existing catalog.

![Diagram of Catalog Section Title and Text fields]

10) Before you begin making changes to the text, you must **LAUNCH THE PROPOSAL**.

   Scroll to the top of the page again and click the **LAUNCH** button. This will launch the proposal.

   *Note: If you do not launch the proposal, it will not show/track the changes you’ve made and your catalog text may not be edited properly in the upcoming catalog.*

11) Begin making your edits in the **Catalog Section Text** box and click the **Save** button.

   ![Diagram of Catalog Section Text field]

   *Note: Ignore the **Additional Cores** field below the Catalog Section Text field.*

12) Once you’ve finished (or anywhere along the way), you can see the changes you’ve made by using the tracking feature. Scroll to the top of the page and select **“Show Current with Markup”** under User Tracking.

   ![Diagram of User Tracking feature]
You will then be able to see changes you’ve made to the text with the red markup.

13) Once you’ve completed all edits, approve the proposal using the Decisions (checkmark) icon on the top right side of the proposal. Select Approve and click the Make My Decision button.

14) The edits will then be delivered to the Catalog Editor for inclusion in the next catalog.