

UCI General Catalogue Review

Contributing to the annual Catalogue review process as a workflow member and/or Page Owner

University Editor: Aliya Thomas aliya.thomas@uci.edu 949-824-5600



Workflow Member

A workflow member is one of several reviewers of an assigned Catalogue page(s) and contributes edits to the Catalogue draft prior to publication.

To become a workflow member and part of the Catalogue-editing process:

1. Submit a completed <u>Request for Systems Access form</u> to the Registrar's Office or the University Editor.

2. Contact the Page Owner for your School, Department, or Program and request to be placed in workflow for the appropriate Catalogue page(s). If you do not know who the Page Owner is, contact the University Editor.

Now that you have been placed in workflow:

1. Expect an email from the Catalogue-editing system. When a Catalogue page is ready for you to review, you'll receive an email from the sender: UCI CourseLeaf <u>uci@notify.courseleaf.com</u>) with a subject line: "Catalogue Review Request: (Your Role/Name Here)" If you have not received an email once the workflow process has started, check your Spam and/or Clutter folders.

2. In the body of the email, there is a link to your approval queue where the page is awaiting your review. Click on the link and log into the approval queue with your UCInetID and password.

Fri 7/17/2015 10:15 AM UCI CourseLeaf <uci@notify.courseleaf.com>

[Catalogue] Review Request(s): Editor's Office

We removed extra line breaks from this message.

Aliya:

Aliya E. Hassar

The Catalogue has pending changes for your review, including introduction/DonaldBrenSchoolofInformation and ComputerScience.

Please visit: https://next.catalogue.uci.edu/courseleaf/approve/?role=Editor's%20Office to review the pages and provide your feedback.

For questions or more information, please email (aehassan@uci.edu) or contact

Thank you.

Reviewing Catalogue Pages

1. Once in the approval queue, confirm that the name or role in the "Your Role" field is correct.

2. Click on the Catalogue page title on the top half of the screen to view the Catalogue page awaiting your review.

3. If edits are needed, click on the blue "Edit" button in the navigation bar. An editing screen will open in a new window. To save your edits, click "OK" in the editing window.

4. Your edits will now be visible via red/green markup on the Catalogue page in the approval queue. To view a clean version of the Catalogue page without markup, click on the "Hide Changes" button in the navigation bar. To view edits made by a specific editor, click on the dropdown list in the "View Changes By" field and select the person's revisions you'd like to view.

4. Once your edits have been saved and your review of the Catalogue page is complete, click on the green "Approve" button in the approval queue. This will send the Catalogue page to the next person in the workflow route.

5. If you would like to send the Catalogue page to someone before you in the workflow route or to the Page Owner, click on the red "Rollback" button in the navigation bar. You will then be prompted to select a person to receive the returned Catalogue page.

Pages Pending Approval PAGE Although the second sec	Filer List Filer List Four Rate: Internation Filer List Four Rate: Internation Internatinternatinternaterenternation Internation Internation I
PAGE REVIEW 💩	Faculty Index Chancellor's Message Appendix Sitemap Print Options UCI General Catalogue Undergraduate Graduate Academic Calendar Courses A-Z Archive Q
	2021-22 Edition
	appendix/otherprinciplespolicies information Note: Shared Pages are not published. Shared page content must be imported to other pages. Principles of Community Student Conduct and Discipline
	+ Anti-Hazing Compliance

Reviewing Catalogue Pages as an FYI Workflow Member

Being an FYI Workflow Member means that no action is needed when viewing the Catalogue page(s). You will not approve or rollback a Catalogue page; your access is view-only.

When a Catalogue page is ready for you to view, you'll receive an email from the Catalogue-editing system. Sender: UCI CourseLeaf <u>uci@notify.courseleaf.com</u>) with a subject line: "Catalogue Changes: Your Role/Name Here"

In the body of the email, there is a link to the working draft of the Catalogue page(s). No action is needed. If you have questions about the Catalogue page(s) contact the Page Owner listed on the bottom of the page.



Page Owner

Page Owners are responsible for creating and overseeing the workflow process, and for giving final publication approval for their assigned Catalogue pages.

To become a Page Owner and manage the Catalogue-editing process:

1. Submit a completed <u>Request for Systems Access form</u> to the Registrar's Office or the University Editor.

2. Contact the University Editor to gain Page Owner access to your Catalogue pages and to receive the Page Owner Workflow assignment document. The Page Owner document details the workflow route of each Catalogue page and contains URLs to be used exclusively by Page Owners.



3. Attend a Catalogue Training session given by the University Editor.

Managing your Workflow routes

You can add, remove, or reorder workflow members in your workflow route at any time. Please note, all workflow members require Catalogue access prior to being added to workflow. Contact the University Editor for assistance.

Starting Workflow

To start Workflow, copy the URL from your Page Owner excel document and paste it into your browser. This will take you to the Catalogue draft. Click on the "Edit Toolbar" in the upper left corner. Then, click on the green "Start Workflow" button in the bottom right corner. This will send the Catalogue page to the first person in your workflow route for review.

Monitoring Workflow

To view where a page is in the workflow route, copy the page's URL from your Page Owner excel document and paste it into your browser. Click on the "Editor Toolbar" in the upper left corner. At the bottom of the page, there a "Page Status" field that shows which workflow member is currently reviewing the page.

Shared Pages • schoolofsocialecology/undergraduate schoolofsocialecology/undergraduate Note: Shared Pages are not published. Shared page content must be imported to other pages. Undergraduate Program The School of Social Ecology offers either a general interdisciplinary degree in Social Ecology or a more focused course of study through degree programs in Criminology. Law and Society: Environmental Science and Policy: Psychological Science; and Urban Studies. Charge of Major. Students who wish to change their major to one offered by the School should contact the Social Ecology Undergraduate Advising Office for information about change-of-major requirements, procedures and policies. Information is also available at the UCI Change of Major. Criteria website. Field Study Planning a Program of Study Additional Curricular Options Despective Students Mainted Students About the UCI General Catalogue UCI University Registrar UCI Homeput				
schoolofsocialecology/undergraduate More Shared Pages are not published. Shared page content must be imported to other pages. Undergraduate Program The School of Social Ecology offers either a general interdisciplinary degree in Social Ecology or a more focused course of study through degree programs in Criminology. Law and Societ; Environmental Science and Policy: Psychological Science; and Uthan Studies. Charge of Major. Students who wish to change their major to one offered by the School should contact the Social Ecology Undergraduate Advising Office for information about change-of-major requirements, procedures and policies. Information is also available at the UCI Change of Major. Criteria website.	Shared Pages > schoolofsocialecology/undergradu	ate		
Schoolofsocialecology/undergraduate Note: Shared Pages are not published. Shared page content must be imported to other pages. Undergraduate Program The School of Social Ecology offers either a general interdisciplinary degree in Social Ecology or a more focused course of study through degree programs in Criminology. Law and Society: Environmental Science and Policy. Psychological Science: and Urban Studies. Charge of Major. Students who wish to change their major to one offered by the School should contact the Social Ecology Undergraduate Advising Office for information about change-of-major requirements, procedures and policies. Information is also available at the UCI Change of Major Criteria website. Field Study Field Study Additional Curricular Options Septetive Students Monted Students About the UCI General Catalogue UCI University Registrar UCI Homeprediate Mathematical Students Monted Students About the UCI General Catalogue UCI University Registrar UCI Homeprediate Mathematical Students Monted Students About the UCI General Catalogue UCI University Registrar UCI Homeprediate Mathematical Students Mathematical Students Monted Students Mathematical Students Mathem		and the state		
Note: Shared Pages are not published. Shared page content must be imported to other pages. Undergraduate Program The School of Social Ecology offers either a general interdisciplinary degree in Social Ecology or a more focused course of study through degree programs in Criminology. Law and Society: Environmental Science and Policy: Psychological Science; and Urban Studies. Change of Major. Students who wish to change their major to one offered by the School should contact the Social Ecology Undergraduate Advising Office for information about change-of-major requirements, procedures and policies. Information is also available at the UCI Change of Major Criteria website. Field Study Planning a Program of Study Additional Curricular Options spective Students Admitted Students About the UCI General Catalogue UCI University Registrar UCI Homepage	schoolofsocialecology/unde	ergraduate		
The School of Social Ecology offers either a general interdisciplinary degree in Social Ecology or a more focused course of study through degree programs in Criminology, Law and Society; Environmental Science and Policy; Psychological Science; and Urban Studies. Change of Major. Students who wish to change their major to one offered by the School should contact the Social Ecology Undergraduate Advising Office for information about change-of-major requirements, procedures and policies. Information is also available at the UCI Change of Major Criteria website. Field Study Planning a Program of Study Additional Curricular Options spective Students Admitted Students About the UCI General Catalogue UCI University Registrar UCI Homeparations USE Owneds: Et Man Wetthere: Page Owneds: Et Man Vetter: Page Owneds: Et Man	Note: Shared Pages are not published. Shared page co Undergraduate Program	intent must be imported to other pages.		Edit "Page Body" 🥜
Change of Major. Students who wish to change their major to one offered by the School should contact the Social Ecology Undergraduate Advising Office for information about change-of-major requirements, procedures and policies. Information is also available at the UCI Change of Major Criteria website. Career Opportunities Field Study Planning a Program of Study Additional Curricular Options peective Students Admitted Students About the UCI General Catalogue UCI University Registrar UCI Homepa	The School of Social Ecology offers either a general interdiscipl Society; Environmental Science and Policy; Psychological Scie	inary degree in Social Ecology or a more focused course nce; and Urban Studies.	e of study through degree programs in Cri	minology, Law and
Career Opportunities Field Study Field Study Planning a Program of Study Additional Curricular Options pective Students Admitted Students About the UCI General Catalogue UCI University Registrar UCI Homepa	Change of Major. Students who wish to change their major to change-of-major requirements, procedures and policies. Inform	one offered by the School should contact the Social Eco ation is also available at the UCI Change of Major Criter	logy Undergraduate Advising Office for in a website.	formation about
 Field Study Planning a Program of Study Additional Curricular Options Additional Curricular Options 	+ Career Opportunities			
 Planning a Program of Study Additional Curricular Options spective Students Admitted Students About the UCI General Catalogue UCI University Registrar UCI Homeparations: Page Owner(d): 5E Main Wickflow: 	+ Field Study			
Additional Curricular Options spective Students Admitted Students About the UCI General Catalogue UCI University Registrar UCI Homepa metations: Page Owner(s): 55 Main WorkSex:	Planning a Program of Study			
spective Students Admitted Students About the UCI General Catalogue UCI University Registrar UCI Homepa analations: Page Owner(s): 55 Main me WorkSteer:1	+ Additional Curricular Options			
spective Students Admitted Students About the UCI General Catalogue UCI University Registrar UCI Homepa analations: Page Owner(s): 5E Main The Workflow:				
ranalations: Page Owner(s): SE Main ane Workflow: I Next: UPPP 1	pective Students Admitted Students	About the UCI General Catalogue	UCI University Registrar	UCI Homepa
	alations: Page Owner(s): 5E Main # Wickflow: (Page Status: In Wor Next: UPPP 1

Completing Workflow

Workflow is complete when all your assigned workflow members have approved the page(s) and the page(s) has reached the Editor's Office approval queue. All pages must complete workflow by the designated January deadline. Deadline information will be given to Page Owners at the beginning of the workflow cycle.

Page Owners will have one final opportunity to review pages before publication during the Galley Review period.

Editing the Catalogue

To edit a Catalogue page, copy the URL from your Page Owner excel document and paste it into your browser. This will take you to the Catalogue draft. Click on the "Edit Toolbar" button in the upper left corner. Then, click on the "Edit Page Body" link above the page body text. An editing screen will open in a new window. To save your edits, click on "OK" at the bottom of the editing window.

If the Catalogue page has tabs, be sure to review all tabs.

Page Owners can also choose to place themselves in the workflow route as a workflow member. If so, please refer to page 2 for instructions on how to edit via the approval queue.

Page Owners and Workflow Members

The following items cannot be changed via the Catalogue workflow process:

Courses – all course modifications, deletions, deactivations, and new course proposals must be submitted and approved via the <u>Course Inventory Management System (CIM)</u>. CIM and the Catalogue are synced; once course proposals are fully approved in CIM the new course information will automatically be updated in the Catalogue.

Faculty – Updates to faculty lists must be sent separately to the University Editor by a designated April deadline. Faculty revisions are made via individual faculty entries in a database connected to the Catalogue.

Programs/Degrees – all degree/program requirement modifications, deletions, deactivations, and new program proposals must be submitted and approved via the Academic Senate review process. Once the program proposal has been fully approved by the appropriate Senate body, the University Editor will place the updated requirements in the Catalogue and notify the Page Owner for review and confirmation.

Images – If you would like to change, add, or remove an image on your Catalogue page, contact the University Editor for assistance.

For Catalogue training, more information on this year's Catalogue cycle, or any additional questions, contact the University Editor.