



Catalog Editing Guide

Questions?

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What is the Academic Catalog?

The Academic Catalog is Towson University's official document that is published **once** a year in August that includes academic policies, procedures, and program requirements.

Departments are responsible for updating and submitting their catalog content, learning outcomes, full-time faculty, etc. The TU catalog editor (Brooke Harris; bbasta@towson.edu) will send out an email around September with a list of catalog pages and their owners. Please review this carefully and if there are any changes to the Page Editors, contact the catalog editor as soon as you can so we can ensure that the right people are being contacted. It is important to confirm that we are providing the correct information to current and potential students as well as advisors.

This guide will assist you with editing your catalog pages as well as understanding the catalog process. There is also a more extensive Courseleaf help guide for Users / Editors if you click on **Help** from the top editing toolbar located on any Next Catalog page.

Note: The Towson University website and the catalog **are not** the same publication. The website can be updated at any time; however, the catalog has a final due date. Both are edited in entirely different platforms.

- **Website URL:** <https://towson.edu>
- **Catalog URL:** <https://catalog.towson.edu>
(Whenever you see 'catalog' in front of 'towson' within the URL, that is how you can tell that the page you are viewing is within the catalog.)

Important Links

<https://nextcatalog.towson.edu> :

This is where edits / updates will take place for the Next Catalog year.

<https://catalog.towson.edu> :

This is the Current and Live Catalog.

<https://nextcatalog.towson.edu/programadmin> :

This is where all program requirements / four-year plans are stored and updated.

<https://nextcatalog.towson.edu/courseadmin> :

This is where all courses are stored and updated.

Important 2023-2024 Deadlines

March 29

First round of edits are due! (**Submit your pages to workflow**)

June 21

Final round of edits are due! (**Submit your pages to workflow**)

July 19

All curriculum updates are due!

July 26

Soft-Publishing date – We go live! (**Only Faculty changes and small minor typos can be adjusted at this time**)

August 1

All faculty updates are due! **Please send them directly to me.**

August 2

Hard / official publishing date! PDF will start to be generated by the vendor. **No more changes will be made.**

Catalog Timeline

August / September 2022



The 2022-2023 Next Catalog goes live and becomes the current catalog. 2023-2024 is now Next and page editors can start making updates to their 2023-2024 catalog pages. A PDF is generated for the 2022-2023 Catalog.

March 29, 2023



All pages need to be submitted to workflow even if there are no edits. Submitting your page to workflow is an indication to our office that you have reviewed and approve the content that is being published within the catalog. You can still make changes to your pages after this date. This is just an early deadline.

June 21, 2023



All pages need to be submitted to workflow even if there are no edits. Submitting your page to workflow is an indication to our office that you have reviewed and approve the content that is being published within the catalog. This is the final deadline. You are unable to make edits to your pages after this date.

July 19, 2023



Program / Course change proposals must receive approval from the appropriate committees within CIM by this deadline in order to make it into the 2023-2024 catalog. If any program / course change proposal is approved after this date, but before the Official Publishing date (8/2), please contact me to see if it is possible for the change to show in that year's edition; otherwise, the change will appear in the 2024-2025 catalog.

July 26, 2023



View your pages and if you find any minor typos or incorrect full-time faculty information, please contact me. Only Faculty changes and small typos can be adjusted at this time.

August 1 & August 2, 2023



Faculty updates are due. 2023-2024 Next Catalog goes live and becomes Current. 2024-2025 is now Next and page editors can start making updates to their 2024-2025 catalog pages. A PDF is generated for the 2023-2024 Catalog.

CAT vs. CIM

Both of these programs are owned by our vendor, Leepfrog Technologies.

- **CIM** is our **Curriculum Information Management System** and this is where our program and course updates take place. Departments can make adjustments to courses / programs and then submit these changes into workflow for approval from our curricular committees.
 - <https://nextcatalog.towson.edu/programadmin>: This is where all program requirements are stored and updated.
 - <https://nextcatalog.towson.edu/courseadmin>: This is where all courses are stored and updated.
- **CAT** is our **Catalog System** and the information that is stored / updated within CIM is brought over and displayed in CAT for the public to view. Most of this curricular information appears under the 'requirements' and 'four-year plan' tabs within the Catalog. They appear in grey when editing the page.

In order for updated program and course information within CIM to appear in the next (ex. 2023-2024) edition of the catalog, it must be approved by all of the appropriate curricular committees by mid-July. Any course / program approved after that deadline will have to wait until the next (ex. 2024-2025) year's edition.

Any courses or program changes that are approved mid-year (effective date of 01/01/xx) will not be displayed within the current catalog. Although, these changes are active, the catalog does not refresh during the middle of the academic year.

Keep in mind that the catalog also includes additional information about programs / departments / non-academic services / policies / etc. These **are not** updated within CIM, only within CAT, and it is the responsibility of the departments to make these adjustments.

Guide to Inclusive Language

Towson University is a welcoming and inclusive campus and community that respects and honors different religions, abilities, preferences and backgrounds, and the language we use reflects this.

Words have the power to unite or divide us, to make your audience feel accepted or rejected. The words and phrases in this guide are recommendations. As a general rule, ask the individual or group what terms they prefer and use those. Please see the below two sections that will relate to your job as catalog editor.

Pronouns

Plural pronouns are becoming more widely accepted as gender-neutral singular pronouns. It is permissible to rewrite using a form of they if you cannot rephrase your sentence to be plural rather than singular.

Instead of	Use
Each author was chosen based on his or her research	Authors were chosen based on their research.

When this is not possible, use the singular they:

*If your student registers after this date, **they** will have to make up the additional work.*

Use the singular they when referring to someone whose gender is not specified.

Noun Usage

Use gender-neutral nouns.

Instead of	Use
<ul style="list-style-type: none">● Chairman / Chairwoman	<ul style="list-style-type: none">● Chair
<ul style="list-style-type: none">● Steward/stewardess	<ul style="list-style-type: none">● Flight attendant
<ul style="list-style-type: none">● Fireman	<ul style="list-style-type: none">● Firefighter
<ul style="list-style-type: none">● Policeman	<ul style="list-style-type: none">● Police officer
<ul style="list-style-type: none">● Salesman	<ul style="list-style-type: none">● Salesperson, sales associate
<ul style="list-style-type: none">● Mankind	<ul style="list-style-type: none">● Humanity, humankind
<ul style="list-style-type: none">● Man and wife	<ul style="list-style-type: none">● Spouses, partners

Request assistance from the [Office for Diversity, Equity & Inclusion](#) if you are unsure about language; the rules around correct language change and evolve over time.

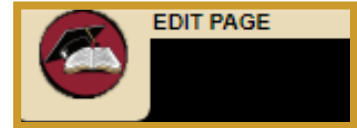
Body Copy Guide

- The catalog uses AP Style (Associated Press Stylebook.)
- Use **admission** - not admissions
- **Term** - not semester
- **Unit** - not credit / hour; the exception is students who transfer credit to TU.
- **Adviser** - not advisor
- Articles in titles (a, an, the, in, of, etc.) should always be lower case
- Use **lowercase** x's when inserting in a 100/200/300/400 level course requirement in a 4yr plan. Ex. 2xx & 3xx
- Course work is two words.
- TU should be referred as either Towson University or TU – **NOT** just **TOWSON** / **NOT** just **UNIVERSITY**.
- Use "Select" instead of "Choose" in degree requirements; "**Select one of the following:**"
- **DO NOT CAPITALIZE CONTENT WITHIN BODY / HEADERS**
- Page content should be "Normal" under "Format."

How to log into make updates to your Catalog pages

If you do not know which page belongs to you, feel free to contact the Catalog Editor at catalog@towson.edu and they can provide you with a list of your pages.

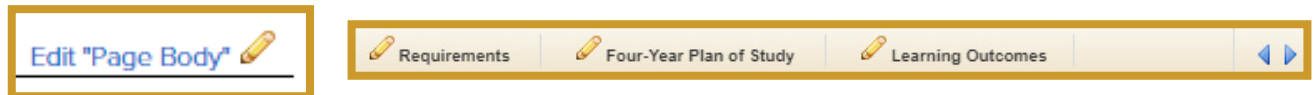
- If you know your page, go to the catalog page in <https://nextcatalog.towson.edu> and click on **Edit Page** in upper left corner.
- This will prompt you to log in with your TU username and password.



Page Body

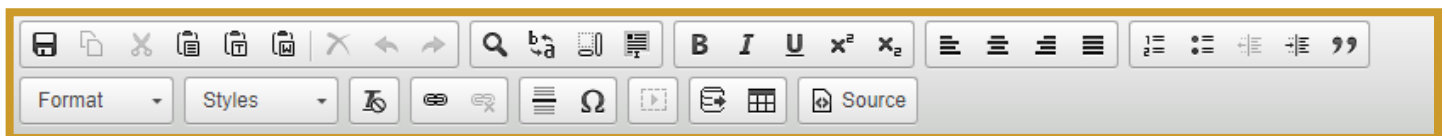
The “Page Body” tends to be the center of activity for a page. It’s here where most of the text, images, and structured content can be added or edited. The “Page Body” tool works like a standard word processor tool.

Once you click on **Edit “Page Body”** – a new window will appear for you to make edits / additions to the copy.

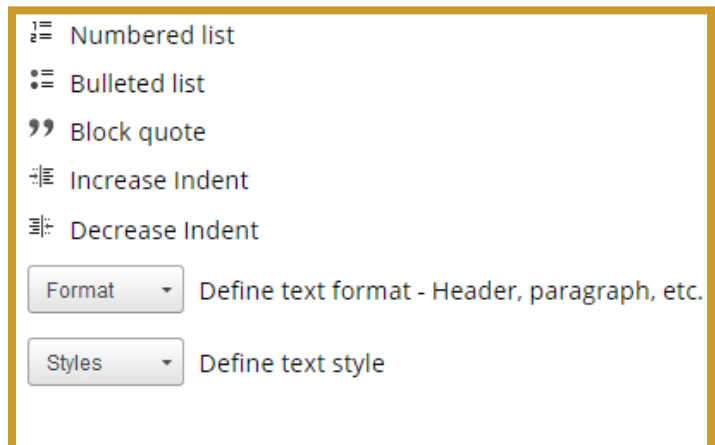
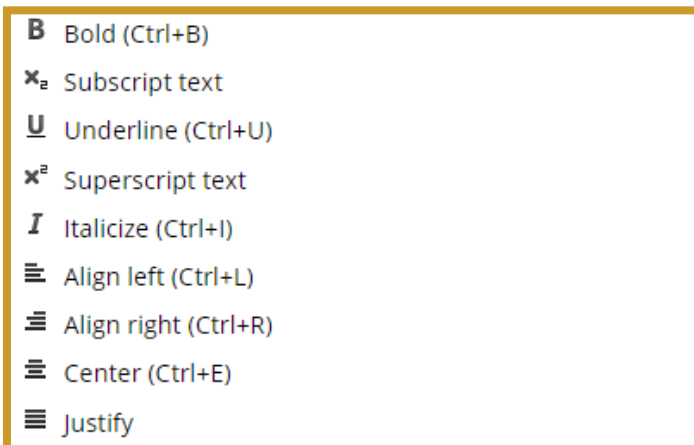


You can also edit the Page Body by choosing the pencil next to the title of the tab you wish to edit from the Courseleaf toolbar. This is located at the top of the page and will prompt an editing environment to open where a user can edit the content on a specified page.







Page Body Editor Buttons





Highlight the text that is to be formatted and click the desired formatting button. Click the button again to undo formatting.






Cut, Copy, Paste, Delete

-  Copy selected text (Ctrl+C)
-  Cut selected text to paste elsewhere (Ctrl+X)
-  Paste copied or cut text (Ctrl+V)
-  Paste as plain text, removing original formatting
-  Paste from Microsoft Word
-  Delete selected text


Undo / Redo

-  Undo last content block (Ctrl+Z)
-  Redo last removed block (Ctrl+Y)




Find, Replace, Reveal

-  Find / Replace a phrase (Ctrl+F)
-  Reveal content blocks
-  Highlight all (Ctrl+A)



Remove Formatting

-  Remove formatting



About Links

-  Create a link
-  Insert an anchor link
-  Remove a link


Special Characters and Page Breaks

-  Insert a horizontal line
-  Add a special character

Manage Selected Content

-  Manage Selected Content
-  Manage Selected Content to make Shared Content

Insert/Edit Database Field

-  Insert/Edit Database Field (Inline Course)

Edit HTML

-  Source

Format

You will notice that the page body editor does not come with a font or font size selector. This is because your font and font size have been pre-determined by Towson University's style guide. You can use the Format drop-down to select from your institution's pre-defined headings and font styles.

IMPORTANT: If pasting from Microsoft Word, use the Paste as Plain Text (Ctrl+Shift+V) or Paste from Microsoft Word button. This will remove word formatting, which can cause issues with functionality, such as creating PDFs.

Accessibility Considerations

We recommend using the format tool to nest your headings appropriately. This means starting your page with either a heading 1 or heading 2. Heading 1 often corresponds to the title of your web page. If this is the case, you will want to start your page body headings with heading 2. Subheadings of heading 2 should be heading 3 and so on. Nesting your headings appropriately ensures that users accessing your catalog with a screen reader can easily understand the format and layout of content on the page. It also makes your PDF visually easy to follow.

Links

Do you need to add a URL to your page? When creating links, keep in mind how the link will be displayed in the print (non-web) versions of the catalog. Links such as ...in Biology, click here, etc., should not be used since you cannot click in the print version of the PDF. Instead, consider rephrasing your link to say something like ...in Biology, refer to Biological Sciences. This will be clearer in the different contexts of the catalog (web, PDF, etc.).

When the PDF is generated, links outside the catalog will appear in parentheses after the linked text. Links in the catalog will display the page number for that link (if the page is included in the PDF), or the web link to that page will appear in parentheses.

How to Create Links

1. Open the toolbar
2. Open the page body editor for the page you want to work on
3. Highlight the text or image that is desired to be turned into a hypertext link
4. Click the Insert/Edit Link button
5. Type the destination web address into the text box labeled URL
 - To link to a website or another page outside of the catalog, simply type `http://somepage.com`. For example: `http://google.com`
 - For links to pages within the catalog, use the relative URL by entering the portion of the URL following `.com` or `.edu`. For example, to link to this page, a user would enter: `/cat/page-body/links`
6. To open the link in a new window, click the check box next to Open in a New Window
7. Click OK
8. Click OK on the Page Body Editor to save your changes

How to Link to an Email Address

1. Open the toolbar
2. Open the page body editor for the page you want to work on
3. Highlight the text or image that is desired to be turned into a hypertext link
4. Click the Insert/Edit Link button
5. Type `mailto:` into the text box labeled URL
6. Immediately following `mailto:` type the email address with no spaces. For example, `mailto:jsmith@gmail.com`
7. Click OK
8. Click OK on the Page Body Editor to save your changes

Note: Using a `mailto:` link will open a blank email addressed to the linked address in the user's default mail client when the user clicks the hyperlink

How to Remove a Link

1. Open the toolbar
2. Open the page body editor for the page you want to work on
3. Highlight the hypertext link to unlink
4. Click the Remove Link button
5. Click OK
6. Click OK on the Page Body Editor to save your changes

Bulleted Lists

It is important to use the Numbered list or Bulleted list button when creating lists rather than typing numbers or adding bullet characters manually. This will preserve formatting that is consistent across the entire site and the various platforms and browsers used by viewers. When copying from a word processing document, ensure that lists are pasted in this fashion. They will likely need to be manually styled after copy/pasting into the Page Body editing environment.

If a list item should include more than one paragraph, consider using a line break at the end of a paragraph rather than a return. A line break is entered by holding shift while pressing enter on the keyboard.

Lists may have nested lists as well. For instance, in an outline, the first level may have sub-levels. In CourseLeaf the first item in a list or sublist may not be indented, but subsequent items may be indented to make sublists.

How to Create a Bulleted List

1. Open the toolbar
2. Open the page body editor for the page you want to work on
3. Type the text for a list item, then click the Numbered list tool
4. Press return to move to the next item in the list
5. Type the text for the sublist item
 - The text will be on the same level as the first item. Click the Increase indent tool or press tab on the keyboard to move the item into a sublist
6. Repeat as necessary. To move an item out to a containing list, use the Decrease indent tool
7. Click OK to save your changes

Inline Course

Inline Course is a tool used to link a course listed within a body of text in your page body editor back to the course database. This is done to create a Course Bubble with additional information about the course on your catalog page.



MKTG 341 PRINCIPLES OF MARKETING (3)
Design, distribution, pricing and promotion of goods, services, places, people and causes of both national and international markets. Included is an introduction to strategic and tactical applications of marketing. Not open to students who have completed MKTG T41. Prerequisites: ECON 201; sophomore standing (subject to availability); majors and eligible pre-major, BUAD, MKTG or MUID minor.

...of this examination serve a 50 percent of the completion of FIN 331, MKTG 341, MNGT 361 the fall and spring semesters.

How to Insert an Inline Course

1. Click Edit Page
2. Click Page Body or the pencil icon corresponding to the tab on which you want to insert the inline course
3. Type in a course code
4. Highlight the course code
5. Click Insert/Edit Database Field or press Ctrl+D (as a shortcut) to link the course code back to the source

Note: If the course code does not link back to the source, a red box will appear around the course. Check to ensure the correct course code has been entered, which may be case and/or spacing-sensitive.

How to Insert an Inline Course with the Course Picker

1. Click Edit Page
2. Click Page Body or the pencil icon corresponding to the tab on which you want to insert the inline course
3. Click in the page body where the course should display
4. Click Insert/Edit Database Field
5. Choose a College and/or Department, then click a course from the Course Picker
6. Choose a format
7. Click OK

The screenshot shows a dialog box titled "Inline Course". At the top, there are two dropdown menus: "The College of Business and Economics" and "Management (MNGT)". Below these is a list of courses. The first course, "MNGT 361 LEADERSHIP AND MANAGEMENT", is highlighted with a blue background. Other courses listed include "MNGT 375 INTERNATIONAL BUSINESS: THEORY AND PRACTICE", "MNGT 381 HUMAN RESOURCE MANAGEMENT", "MNGT 391 DEVELOPING MANAGEMENT AND TEAM BUILDING SKILLS", "MNGT 395 MANAGEMENT OF ORGANIZATIONAL BEHAVIOR", "MNGT 425 ORGANIZATION THEORY AND DEVELOPMENT", "MNGT 430 MANAGING DIVERSITY, EQUITY AND INCLUSION IN THE WORKPLACE", and "MNGT 433 COMPENSATION AND BENEFITS". Below the list, there is a "Quick Add:" field with an "Add Course" button. Below that is a "Format:" dropdown menu currently set to "MNGT 361". At the bottom right, there are "OK" and "Cancel" buttons.

How to Edit an Inline Course

1. Click Edit Page
2. Click Page Body or the pencil icon corresponding to the tab on which you want to insert the inline course
3. Double-click the blue box around the course
4. Choose a new format or a different course
5. Click OK

Program Requirements

The catalog pulls course and program information from CIM (Curriculum Information Management System). Program data that comes from CIM will appear in a grey box within the Next Catalog. This information will appear within the "Requirements" / "Four-Year Plan of Study" tabs.

The screenshot shows a page titled "Major in Accounting". At the top, there is a navigation bar with four tabs: "Overview", "Requirements", "Four-Year Plan of Study", and "Learning Outcomes". The "Requirements" tab is selected. Below the navigation bar, there is a grey box containing the text "Accounting Major". Below this, there is a list of requirements. The requirements include: "Accounting is a screened major. Admission to the Accounting major requires: An average GPA of 2.7 or higher in the six lower level business courses (listed below). An average GPA of 2.7 or higher in the three upper-level accounting courses required." There are also links for "Edit Requirements", "Edit CIM Program Requirements", and "Last Edited: May 29, 2019 10:51am".

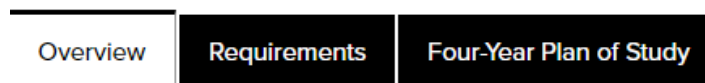
If you need to make adjustments to the Requirements or the Four-Year Plans, click on [Edit CIM Program Requirements](#) in the top right-hand corner of the grey box. This will send you directly to CIM. If you have any questions editing your content within CIM, please refer to the [Courseleaf Curriculum Management](#) guide for directions or feel free to contact the Registrar's Office.

How to Save Your Changes

Once you have finished editing your page body, click **Ok** at the bottom of the editing window in order to save your work.

Page Tabs

A tab is a way to separate content on the page into smaller pieces. Academic Pages typically use “tabs.” You can identify them as the black boxes located underneath the page title.



There is sometimes confusion between pages and tabs. Tabs are **part** of a page, it is **not an entirely different** page. You do not have to submit each tab to workflow, you submit the page that includes the tabs into workflow. That being said, please make sure to review every item that appears on the catalog page.

“Courses” Tab

The “courses” tab is pulling active subject specific courses from PeopleSoft. I am unable to exclude specific courses. Each department page includes their department’s courses. This tab is used to inform students what courses are offered by specific Departments. This is different than the requirements.

If you notice any mistakes within the description / course title (small typos), let the Registrar’s office know and we can make these changes administratively. However, if you have larger edits (ex. Prerequisite changes / title changes / dropping consent / etc.), these changes must go through workflow. You can use <https://nextcatalog.towson.edu/courseadmin> to view and make updates to courses.

Workflow

After you have completed your updates to your catalog page, you are required to **submit** your page(s) to workflow.

If you **DO NOT** have any changes to make on your catalog page(s), it is very important for you to remember to submit them to workflow. You can submit your page by clicking on “**Edit Page**” in the top left-hand corner of the screen and then go to the bottom right-hand corner. The “**Start Workflow**” button should be green.

Submitting your page to workflow is an indication to our office that you have reviewed and approve the content that is being published within the catalog.

When you receive the email from the catalog editor reminding you to submit your pages to workflow, she is only asking for you to review your catalog page and for you to submit your page to workflow if everything is up-to-date. If your catalog page contains CIM data, you **do not** have to submit the **program** to workflow within CIM. Any curricular information that exists on the page will automatically update if changes are approved within CIM **AFTER** the catalog page has been submitted to workflow.

Note: *In order for updated program and course information within CIM to appear in the next (ex. 2019-2020) edition of the catalog, it must be approved by all of the appropriate curricular committees by mid-July. Any course / program approved after that deadline will have to wait until the next (ex. 2020-2021) year’s edition.*



REMINDER: Submit your pages to workflow (even if you do not have any changes)!

How to Check Your Page Status

Once you are on your catalog page within the Next edition, click on the 'edit page' button in the top left-hand corner and sign-in. A toolbar will appear on the top and bottom of the page. In the bottom right-hand corner, you will see the page status.

The screenshot shows a toolbar with four status options, each with a 'Start Workflow' button:

- Page Status: Not Started**
Last Edited: 08/17/17 by llbrown
- Page Status: Editing**
Last Edited: 12/12/17 by Brooke Basta
- Page Status: In Workflow**
Next: Catalog Editor (bbasta@towson.edu)
- Page Status: Done**
Last Edited: 04/11/18 by Brooke Basta

What to Do Now that your Pages are in Workflow?

You've completed your catalog review, submitted all of your pages to workflow.... Now what? You're done, unless you are a Chairperson. The Catalog Editor will be contacting Chairs in June, July, and August for full-time faculty updates.

Remember, if any content on your catalog page changes throughout the year, you have until June 22, 2022 to make those additional updates to your catalog page.

If nothing changes, you are good to go!

Be aware: The Catalog Editor will still be notifying you and the other catalog representatives about the upcoming deadlines. You can disregard her emails since you are done with your review.

Faculty Updates

Starting in June, the Catalog Editor will begin reaching out to the department Chairs for full-time faculty updates.

The Catalog Editor is the only person who can edit the faculty database within CAT. That being said, it is the responsibility of the department to provide any changes to her. If anyone retires, changes faculty ranks, leaves the university – please let her know. If any new faculty join TU, you need to provide the following information in order them to be added to the CAT database:

- TU ID #
- Year of Hire
- Highest Degree
- Degree School

How to Access the PDF Version of the Catalog

1. Go to current live catalog: <https://catalog.towson.edu/>.
2. Click on **Print Options** in the right-hand navbar.
3. You have three options:
 - **Download PDF of the Graduate Catalog**
(All pages in Graduate Catalog.)
 - **Download PDF of the Undergraduate Catalog**
(All pages in Undergraduate Catalog.)
 - **Send Page to Printer**
(Print this page.)
 - **Download Page (PDF)**
(The PDF will include all information unique to this page.)