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**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.

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.)*

Departments are responsible for updating and submitting their catalog content, four-year plans, learning outcomes, faculty, etc. The TU catalog editor (Brooke Basta; bbasta@towson.edu) will send out an email around August / 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. Please contact catalog@towson.edu if you need help or if you have questions about the 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.

Important

Links

- [https://nextcatalog.towson.edu](https://nextcatalog.towson.edu): This is where edits / updates will take place for the Next Catalog year.
- [https://catalog.towson.edu](https://catalog.towson.edu): This is the Current and Live Catalog. No edits can be made once we go live in August.
- [https://nextcatalog.towson.edu/programadmin](https://nextcatalog.towson.edu/programadmin): This is where all program requirements are stored and updated.
- [https://nextcatalog.towson.edu/courseadmin](https://nextcatalog.towson.edu/courseadmin): This is where all courses are stored and updated.

Important 2020-2021 Deadlines

**March 25th, 2020**
First round of edits are due! *(Submit your pages to workflow)*

**June 17th, 2020**
Final round of edits are due! *(Submit your pages to workflow)*

**July 15th, 2020**
All curriculum updates are due!

**July 22nd, 2020**
Soft-Publishing date – We go live! *(Only Faculty changes and small minor typos can be adjusted at this time)*

**August 3rd, 2020**
All faculty updates are due! Please send them directly to me.

**August 5th, 2020**
Hard / official publishing date! PDF will start to be generated by the vendor. *No more changes will be made.*
Catalog Timeline

The academic 2020-2021 year will be used as an example. You will be notified frequently of these deadlines.

**August 2019**
The 2019-2020 Next Catalog goes live and becomes the current catalog. 2020-2021 is now Next and page editors can start making updates to their 2020-2021 catalog pages. PDF is generated for the 2019-2020 catalog.

**Mid-March 2020**
First round of edits are due for the 2020-2021 catalog. Submit page(s) to workflow!

**Mid-June 2020**
Final edits are DUE for the 2020-2021 catalog. Submit page(s) to workflow!

**Beginning / Mid-July 2020**
Curriculum changes must be completed by July in order for them to make it into the 2020-2021 catalog.

**Mid-July 2020**
Soft Publish of the 2020-2021 catalog will take place. No longer accepting any additional updates unless it is small (ex: typo). Faculty updates are due to the Catalog Editor by the beginning of August.

**August 2020**
Faculty updates are due. 2020-2021 Next Catalog goes live and becomes Current. 2021-2022 is now Next and page editors can start making updates to their 2021-2022 catalog pages. PDF is generated for the 2020-2021.
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](https://nextcatalog.towson.edu/programadmin): This is where all program requirements are stored and updated.
  - [https://nextcatalog.towson.edu/courseadmin](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. 2020-2021) 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. 2021-2022) 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.

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**Faculty Updates**

The TU Catalog Editor is the only one who can make updates to the faculty database within CIM. That being said, it is the responsibility of the department to provide any changes to the Catalog Editor. If anyone retires, changes faculty ranks, leaves the university – please inform the Catalog Editor. If any new faculty join TU, you need to provide the following information the Catalog Editor in order for her to add them to the CIM database:

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

1. 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 from the Courseleaf toolbar located across the top of the screen. This will prompt an editing environment to open where a user can edit the content on a specified page.

   Note: There may be additional tabs in the Courseleaf toolbar with an icon, for example Four-Year Plan, Learning Outcomes, representing different areas of the page that can be edited. Any item in the Courseleaf toolbar with an icon is a Page Body editor for a different part of the page.

2. Begin typing text and making your edits.

   There are many different tools you can use while making updates to your body copy. Please see the next page for a screenshot of the toolbar that lives within the editing window. I have highlighted important tools you will be using on a regular basis.
1. **Paragraph Format**
   This gives you options to adjust the hierarchy of your body copy. Never use Header #1. This Header is used for the title of the page. Your Options: Normal (regular copy size) / Header 2 / Header 3.

2. **Paste**

3. **Paste as Plain Text**
   RECOMMENDED (see below for reason**)

4. **Embed a link / Unlink**
   This is how you add a hyperlink within your text. If you are adding a link to connect one catalog page to another, use the last part of the URL after [https://nextcatalog.towson.edu](https://nextcatalog.towson.edu). Also, if you need to add an email address to text, click on the link icon and type in mailto:[insert email address here]. To remove the hyperlink, click on the paperclip with the ‘x’. **Please remember to add a URL as a hyperlink, do not insert the full URL within the catalog!**

5. **Insert Special Characters / Symbols**

6. **Insert / Edit Database Field**
   If you have a course within your body copy, click on this icon and it will link with what is within CIM. If you hover over the linked course, a bubble will appear over the course and will provide additional information about the course (ex. Title / Description).

7. **Insert / Edit Formatted Table**
   This is where you can choose to insert a course list, plan of study grid, footnotes, etc.

8. **Formatting**
   B: Bold / I: Italicize / U: Underlined

9. **Text Align Options**
   We only use “align left.”

10. **Numbering / Bullets**
    If you need to put something on your page, **DO NOT** type out the numbers / bullets manually. Use these options that are available to you. These will help viewers who have screen readers understand the content better.

11. **Indent text**

12. **Indent as a quote** (not typically used)
3. Click Ok at the bottom of the edit window to save your work.

4. Click Start Workflow to send your page edits for approval and to make them live. You may start workflow as many times as you want, but you may want to wait to click Start Workflow until you (and anyone else editing the page) are done with your edits for that round.

**Note: **DO NOT copy content from a word document and paste it within the page body edit box. This messes with the software and is known to create issues for us behind the scenes. 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.

Body Copy Style Guide

The catalog uses AP Style (Associated Press Stylebook). Here is a link that explains the specifics for the style: [https://owl.english.purdue.edu/owl/resource/735/02/](https://owl.english.purdue.edu/owl/resource/735/02/):

- 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**
- The page title (under Setup on your Editor screen) is defaulted to Header 1. The next level is Header 2, then 3 and so on. Please do not use Header 1!
- Page content should be “Normal” under “Format.”
- Courses in course lists should appear in alphanumeric order. The exception is major courses. These may be listed first, such as MBBB appearing before BIOL. Courses in four-year plans should be listed in alphanumeric order regardless of major.
How to Create a Course List in Page Body

1. Open the toolbar and click **Edit Page.**
2. Place cursor in page body where the course list is to be placed.
3. Click **Insert/Edit Formatted Table.**
   **Note:** using Ctrl+T keyboard shortcut will also bring up the Insert/Edit Formatted Table interface.
4. Select **Course List** from drop-down menu.
5. Click **OK.**
6. Insert courses (see below for options):
   a) **Option 1**
      i. Select a course from Course Inventory in the left column.
      ii. Click (>>) button to add a course to the list in the right column.
   b) **Option 2**
      i. Double-click a course from Course Inventory to add the course to the list in the right column.
   c) **Option 3**
      i. Enter a course code (ex. ENGL 102) into **Quick Add.**
      ii. Click **Add Course.**
7. Make sure that all of your courses are listed in alphanumeric order.
8. Click **OK** in the Course List editing screen to close the Course List screen and refresh the Page Body.
9. Click **OK** when finished to save any changes made.

How to Remove a Course from a Course List

1. Open the toolbar and click **Edit Page.**
2. Double click on the course list containing the course you want to remove.
3. Select/click on once the course you want to remove.
4. Click (<<) button to remove a course from the list.
5. Click **OK** in the Course List editor to save your change back to the Page Body editor.
6. Click **OK** on the Page Body editor to save all of your changes.

### Course List Fields

- **Comment** - A comment will be displayed in parentheses after the course title.
- **Sequence** - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other.
- **Cross Reference** - A cross reference course describes a course that is the same course content offered under different course numbers.
  - For instance, if credit is given at both the undergraduate and graduate level.
  - Another example is a course that is offered by different departments for credit.
- **Hours** - The hours field is automatically populated with the credit hours assigned to the course in your student information system. You can change these as necessary.
- **Or Class** - This will display two courses with the word “or” indicating that either course may be taken to meet the requirement.
- **Footnote** - Only the footnote symbol is entered in the course list, then add a Footnote table after the course list in the Page Body.
**How to Reorder a Course in a Course List**

1. Open the toolbar and click **Edit Page**.
2. Double click on the course list containing the courses you want to reorder.
3. Select the course to move.
4. Click **Move Up** or **Move Down** to change the order of the course. Make sure the courses are in alphanumeric order.
5. Click **OK** in the Course List editor to save your change back to the Page Body editor.
6. Click **OK** on the Page Body editor to save all of your changes.

**Comment Entry**

A comment entry is anything in your Course List that is not a specific course. Comment entries are often used to create headers within your table or to relay instructions like “Select one of the following.”

- **You can also use Comment Entry to indicate an open-ended course option for students, such as ART 3xx.**

To make a comment entry that will mimic a course entry, such as any free elective with a course number that begins ART, add a comment and enter **ART 3xx::Upper-level ART Elective**. The double colon (::) between the xxx and **Upper-level ART Elective** will force the part before the double colon to be entered in column 1 and the part after the double colon to be entered in column 2.

- **A comment entry can also be turned into an Area Header.** Highlight/click on once the comment entry in the righthand column of your course list editing screen, then click on the bubble for Area Header in the edit box.

**How to Create a Comment Entry**

1. Open the toolbar and click **Edit Page**.
2. Double click on the course list to which you want to add your comment entry.
3. Select in right list where **Comment Entry** is to be placed.
4. Click **Add Comment Entry**. A text window will open.
5. Enter text to be placed in course list.
6. Click **OK** in the Course List editor to save your change back to the Page Body editor.
7. Click **OK** on the Page Body editor to save all of your changes.

**Note #1**: If a course code (e.g. ENGL 101) is found in a comment entry, the course code will display the course bubble as all other course codes in the course list.

**Note #2**: If a new course is being added to a program, but the course is still in workflow and has not yet been approved, a ‘dummy’ course can be inserted into the requirements by using a comment. Add a new comment and insert the following: [subject][course#]:[course title] (**Pending Approval**). The comment will look like a normal course and will not appear with an error. The double colon (:) will cause a break between the subject/course # and the course title. Please remember to add the “pending approval” portion to this comment. This lets us know that the course has not yet been finalized.
Page Tabs

Departments / Majors / Minors / Academic Pages typically have “tabs” (the black boxes typically located underneath the page’s header).

Before submitting your page to workflow, review the remaining information within your page and the tabs. Tabs are part of a page, it is not a different page.

Please keep in mind that if you wish to edit any of the other “tabs,” you can click on the tab and then click on the Edit “Page Body” OR you can go to the top toolbar and choose the tab you’d wish to update. There is a little pencil next to each of the tab titles. This indicates you can edit that content.

“Courses” Tab

The “courses” tab is pulling all of the department / program specific courses from PeopleSoft. I am unable to exclude specific courses. Each department page includes their department’s active courses. It’s more to inform the students of what is offered by the Department. 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 to complete (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)!

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**Page Status**

In order to check the status of a specific page, click on the ‘edit’ 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.
CIM Program Requirements

As stated before, CAT (catalog) pulls course and program information from CIM (Curriculum Information Management System). If you are on a program's page and information within the tab (typically the “Requirements” / “Four-Year Plan of Study” tabs) show within a grey box, this is an indication that the requirements are within CIM.

Major in Accounting

Overview  Requirements  Four-Year Plan of Study  Learning Outcomes

Accounting Major

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.

If you need to make adjustments to the Requirements or the Four-Year Plan, click on “Edit CIM Program Requirements” in the top right-hand corner of the grey box. This will send you to CIM. Please follow the directions within the “Courseleaf Curriculum Management” guide if you have any questions about editing your programs or four-year plans.
Printed Catalog

The printed catalog is very large and we do not encourage printing it. You can print your individual page as pdfs if needed. If a Department does require a printed version, please contact the Catalog editor and she will facilitate the process for you.

Please note: your dept will be charged for the printed copy. The undergraduate catalog is about $55.08 per copy (695 pages) and the graduate catalog is about $28.70 per copy (349 pages). The cost is subject to change.

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.)