

2027-2028 Catalog Guide

What is the Academic Catalog?

The Academic Catalog is Towson University's official annual publication (released in August) outlining academic policies, student support services, procedures, and program requirements.

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.

- TU 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.)

CAT vs. CIM

- **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.
- **CIM** is our Curriculum Information Management System, and this is where our program and course updates take place. Departments can adjust courses / programs and then submit these changes into workflow for approval from our curricular committees.

Important Links

- <https://nextcatalog.towson.edu/undergraduate/>: 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 2027-2028 Catalog Deadlines

- June 23: Catalog Edits are due!
- July 14: All curriculum updates are due in my approval queue!
- July 21: Soft-Publishing date – We go live! (Only Faculty changes and small minor typos can be adjusted at this time)
- August 3: All faculty updates are due! Please send them directly to me.
- August 4: Hard / official publishing date! PDF will start to be generated by the vendor. No more changes will be made.

Questions about...

- **Courses:** Suzanne Hill (4x4347) sahill@towson.edu
- **Undergraduate Programs:** Erika Carlson-Hiles (4x2027) ecarlsonhiles@towson.edu
- **Graduate Programs:** Patrick Malloy (4x6030) pmalloy@towson.edu
- **Academic Catalog / Four-Year Plans / CIM Program Changes:** Brooke Harris (4x3269) bbasta@towson.edu

How to Update Your Catalog Page?

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 [Next Catalog](#) 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.

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.

How to Check Your Catalog Page's 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.

There are four possible statuses:

- Not Started – You have not yet started your catalog page edits or looked at it.
- Editing – You have edited your page and have not yet submitted to workflow.
- In Workflow – You have completed your review of your catalog page, and it is now in workflow for my catalog team to review.
- Done – You have submitted your catalog page into workflow; my catalog team has reviewed and approved your page. You do not have to do anything else unless you wish to make additional edits.

Faculty Updates

Starting in July, 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. 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.)