



Catalog of Courses – Editing Cycle Resources

Due By: May 26

The Catalog of Courses editing period for the 2026-27 Academic Year is now underway! It is time to review and update your department's catalog information for the upcoming academic year. Please save this email as your informational resource guide to the editing process.

Catalog of Courses: Overview

The Catalog of Courses is considered a document of record that remains effective for the entirety of an academic year. The catalog operates under an annual editing cycle with updates published every July. Included within the catalog, is information pertaining to academic requirements, policies, and course offerings. While the catalog is made available as an online resource and dispersed among various web pages, pertinent academic information is centralized for convenience from the [Catalog of Courses main page](#). Pertinent information includes:

- Accreditation
- Degree Requirements
- Academic & Student Policies
- **Programs (All majors & minors) offered at CC and the requirements to adhere to for the upcoming academic year.**
- Active & Scheduled Courses
- Academic Resources
- Student Financial Services
- Experiential Education

** A downloadable pdf is prepared on an archiving schedule, tied annually to the end of Block 2. This is to allow for minor/contextual adjustments following the publishing cycle.*

Please note: Curriculum-tied edits (courses & major/minor requirements) are approved under the Committee on Instruction schedule within the active academic year and further adopted in the Faculty Meetings. Unless explicitly approved and with good reason, any/all changes are not considered effective until the following academic year. The editing period for the Catalog of Courses is an opportunity for departments to proof the recording of these approved changes and make any further edits to their catalogued information before it is published. See below for deadlines and instructions on making these approved or necessary changes.

Catalog of Courses: Editing Cycle

Editing Cycle: **Feb 26 – May 26**

System: **Coursedog**

Instructions: [Editing the Catalog of Courses](#) (*catalog-only information*)

Additional Resource: [Catalog Index of Pages](#)

Catalog Coordinator: [Ashley Belton](#)

Contact List: [25-26 Catalog Editor Contact List](#) - *If ownership for your page has been transferred over to another colleague, please notify the Catalog Coordinator to make this change and the appropriate contact to receive correspondences.*

EDITING MILESTONES

Block 6: **Week 2 – Editing Window Opens** (Email)

Block 6: **Review of PROGRAM + DEPARTMENT Pages** (Coursedog)

Block 7: **Review Check-In** (Email)

Block 8: **Review Check-In** (Email)

Block 8: **Review Policy & Related Links**

Block A: **Week 1 – Editing Closed | Due May 26**

Block A: **Stellic Audit Adjustments**

Block B: **26-27 Catalog Publishing** (Email)

The 25-26 Catalog will remain visible and public until the 26-27 Catalog is published.

Catalog of Courses: Editing Process Guide

DON'T NEED A CHANGE?

Departments/Thematic Minors can anticipate their information from the current catalogued year to carry over and remain effective for the upcoming academic year. In these cases, the department/thematic minors can simply notify the catalog editing coordinator that no changes are needed to complete their review.

NEED A CHANGE?

There are (2) types of changes that can be completed in the catalog editing cycle:

- **Catalog-only: Department Page**
- **Curriculum-based: Program (Major/Minor)***

Catalog-only changes... includes additional information about the department: *faculty listing, department website link, department description, other additional department resources or information.*

- If changes are needed, please initiate thru **Coursedog: Catalog Module > Pages (index) > Request Changes** (an [Actions](#) on your department's individual page)
- **NEW WORKFLOW** – this is the first year using Coursedog's Catalog module workflow for submitting, tracking, and publishing changes for next year's catalogued information for the Department. Feedback is welcome at any point in the process! Thank you in advance for supporting a seamless experience overall.

Curriculum-based changes... includes program (major/minor) requirements and a section for additional program-related information. As a reminder, changes to program requirements must formally be submitted thru the Committee on Instruction for approval.

- If your department sent a formal notice of a change to the major/minor this year and received COI approval, please anticipate a follow-up correspondence **FROM** the Catalog Coordinator for further review by Block 6, Week 3
- There are additional content fields where a short and long description of the major/minor can be shared. This information does not require COI approval. If you would like to add/edit/remove information from this area, please reach out **TO** the Catalog Coordinator for further assistance.
- ***IN DEVELOPMENT***– similarly, a Coursedog workflow is being developed under the Curriculum module to submit/track/publish changes to program content in the catalog (major/minor requirements and additional information). Those that have submitted changes to majors/minors *this* year will be sought out to help test a drafted workflow to be implemented in *next* year's cycle.

What about Courses? Changes to courses including #s, limits, prereqs, gen-eds, etc. – are approved through COI and maintained in Coursedog/Banner by the Scheduling Coordinator (Christine Brett). Changes made within the current year are effective in the upcoming year.

Managing Department Audits in Stellic: Annual Review

Stellic is CC's degree progress tracker and where program requirements are maintained. Students, Advisors, Department Chairs, and Registrar – alike, use Stellic to track a student's progress towards completing their degree, share notes, and see their course plans. Therefore, to achieve an accurate review of completion, program requirements (or otherwise referred to in Stellic as **audits**) are tied to the receipt of the Catalog of Courses contract. Efforts are made to ensure that all sources of information related to requirement completion match ahead of the new academic year and therefore, integrated with the catalog editing cycle.

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Office of the Dean of the College

COLORADO COLLEGE

Please don't ignore the following communication outlets as they are used to share important registration announcements: CC email, digests, and Registrar's Office [website](#) and digital signage [access points](#).