Catalog Editing Instructions

Please review the attached instructions carefully as the catalog editing process has changed drastically since last year. Catalog edits are now divided into two distinct processes:

- Program & concentration records
- College/Department information pages

The deadline for all catalog revisions is **Friday, March 31, 2023.** *Please review every program and concentration in your department prior to the deadline.*

Program & concentration records

The Registrar's Office has migrated all programs from the 22-23 Catalog into Kuali. Though we worked carefully to recreate program information accurately, there may be errors in the program records. To ensure your program entries are correct in the 23-24 Catalog, *please review every program and concentration record for your department.*

Kuali allows UNM to display more information about programs than in the previous catalog. As a result, some areas of your program record may be blank in Kuali. Departments are encouraged to fill in all blank areas of their program and concentration records. More detailed tutorials for program revisions and concentration revisions are available on our website.

Instructions:

1) Review each program, minor, emphasis, or certificate offered by your department in the development catalog; note any areas corrections needed or areas you'd like to edit
2) Login to Kuali and locate each item in Kuali
    o Use the *Concentrations* form to update concentrations
    o Use the *Programs* form to update degrees, certificates, emphases, and minors
3) Select *Propose Changes* and choose Fall 2023 as the proposed effective term
    o In justification field enter this text: This is a catalog update, no changes are being made to curriculum requirements.
        ▪ You must use the text above, this will prevent your proposal from going through the full curriculum workflow approval step
        ▪ Feel free to add additional notes about your changes (see example below)
        ▪ If making corrections to the required course list, please include a link to the program (see example below) in the previous catalog so the Registrar's staff can verify the changes

Justification

Proposed

Program Justification
This is a non-curriculum update, no changes are being made to program requirements. We are adding descriptive information and making a correction to the degree requirements. Previous program record: http://catalog.unm.edu/catalogs/2022-2023/colleges/arts-sciences/sociology/undergraduate-program.html

4) Submit your proposal
   - o   The department chair will review and approve before the Registrar's Office
5) Registrar's Office will review and approve, then changes will be published to the catalog
   - o   *Note: Registrar's staff may edit your program record so that it aligns with editorial standards for catalog entries*

Link to development catalog: http://catalog-devl.unm.edu/

College/Department information pages

College/department information pages no longer need to go through a modifier and approver workflow. A single user edits the information page and submit changes by following the instructions below. A more detailed version of these instructions is available on our website.

Instructions:

1) Login to Kuali, select *Other Forms*, then search for your department or college name
2) Click to open the record, then select *Propose Changes* and choose Fall 2023 as the effective term
3) Use the text editor to revise the information page
4) Submit your proposal
5) Registrar's Office will review proposal and send changes to the catalog
   - o   *Note: Registrar's staff may edit your information page to align with editorial standards and meet accessibility requirements*
   - o   Changes to information pages can be requested for either the Fall or Spring term (2 updates per year); information pages are not updated over the Summer