

Production Schedule: University Catalogs 2024-2025

Objective: to have both publications published to the public website for fall 2024 advising and registration (March 2024).

Date	Catalog Production Steps
Monday, September 25, 2023	CAT* Front matter pages will be started through workflow – open for editing/approval.
Monday, October 30, 2023	CAT College pages will be started through workflow – open for editing/approval.
Wednesday, November 15, 2023	CIM: Recommended last day to submit a new/edit program or course proposal to CIM in order to make it through the full workflow in time for the catalog publication. While we cannot guarantee proposals will make it through workflow by the catalog deadline, the registrar’s office strongly encourages all proposals be submitted to workflow by this date.
Wednesday, December 20, 2023	<ul style="list-style-type: none"> • CIM** course and program forms must be through all college workflows and received by the Provost’s Office (Associate Vice President step in workflow). • CAT: Front matter sections should be received by the catalog editor. Graduate catalog pages must be through all college workflows and received by the Graduate Dean. Undergraduate catalog pages should be received by the Catalog Editor. Catalog pages here refers to the catalog text that exists outside of CIM Courses and CIM Programs. For example, descriptions of the department on the overview tab.
Thursday, February 1, 2024	Last CIM approvals. New courses/programs and edits must be fully approved or at the Final Course Review (RO) step in workflow to appear in the catalog. Programs with remaining red box issues will not appear in upcoming catalog unless they can be easily resolved. (If a course or program is not fully approved by the time of publication, the latest approved programs and courses will appear.)
Monday, February 12, 2024	Catalog preview site opened for one week.
Monday, March 18, 2024 (or as soon as final PDFs are approved)	2024-2025 Catalog published to public website.
Monday, April 15, 2024	Update of CourseLeaf system. Users need to stay out of CIM system until update is complete.

*CAT pages refer to items in the catalog not requiring governance such as program descriptions, department contact information, general university information, etc.

**CIM forms refer to program and course information that require governance for changes. These changes must be fully approved in the workflow in order to appear in the catalog.