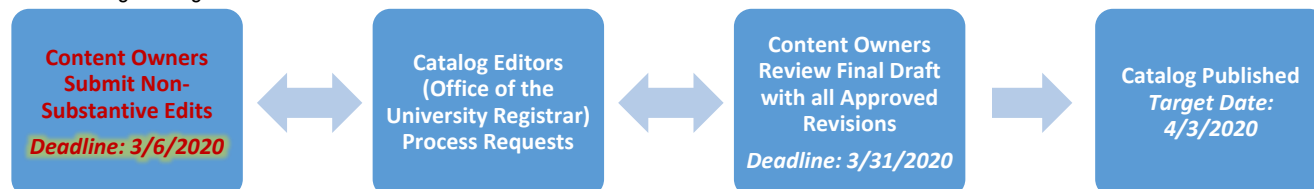


## SUBMITTING NON-SUBSTANTIVE UNDERGRADUATE CATALOG EDITS

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### Final Catalog Editing Process & Timeline



### What are non-substantive edits to the catalog?

Non-substantive edits to the academic catalogs consist of changes to descriptive language, contact information, etc.; these are not conditional edits to policies or curriculum (courses, degrees, etc.) that must be approved through faculty committee review, the Undergraduate Committee, and beyond.

### What will the instructions in this document help me do?

This document is designed to help designated content owners begin the non-substantive edit process to their section of the academic catalog by providing step-by-step instructions for creating a Word document with tracked changes and submitting it as an attachment using a Curriculog proposal. The step summary for this process is below, and step-by-step instructions are available in the subsequent pages of this document. Catalog editors will begin working on edits and contact content owners with next steps after the March 6<sup>th</sup> deadline.

### STEPS SUMMARY

1. [CREATE THE CATALOG EDITS WORD DOCUMENT WITH 'TRACK CHANGES' FORMATTING](#)
2. [SUBMIT CATALOG EDITS VIA CURRICULOG](#)
  - a. [Access Curriculog](#)
  - b. [Start Proposal](#)
  - c. [Attach Document to Proposal](#)
  - d. [Launch Proposal](#)
  - e. [Approve Proposal](#)

### How will these non-substantive changes be combined with the curricular and policy changes submitted to the UC and entered into the final catalog?

Once catalog editors confirm the non-substantive edits from colleges, departments, and administrative offices, and final approval is received for curricular and policy changes submitted to the UC, catalog editors will merge these edits to the academic catalogs. Once merged, content area owners will be able to preview changes, and share with any other shareholders within their unit, before final catalog publication. The goal is to have all merged prior to March 24, the final draft approved by content areas by March 31, and the 2020-2021 academic catalogs published by the time fall 2020 registration period opens on April 6<sup>th</sup>.

*\*\*If you have questions regarding whether or not a particular edit is substantive or non-substantive, please contact Shonnita Leslie, at [sdleslie@uh.edu](mailto:sdleslie@uh.edu) or 713-743-0919\*\**

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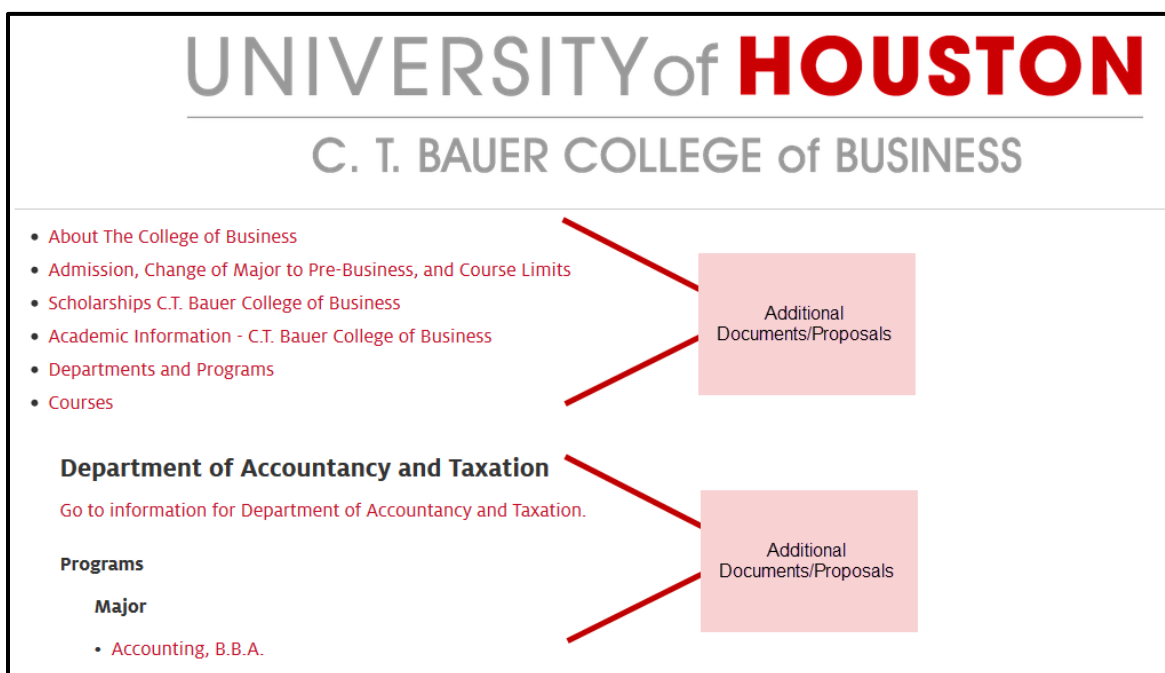
## 1. CREATE CATALOG EDITS WORD DOCUMENT WITH 'TRACK CHANGES' FORMATTING

- Catalog pages will use the Non-Substantive Catalog Edits Template  
<https://www.uh.edu/about/offices/enrollment-services/registrar/curricular-services/curriculum/curriculum-training/Non-Substantive-Catalog-Edits-Template.docx>

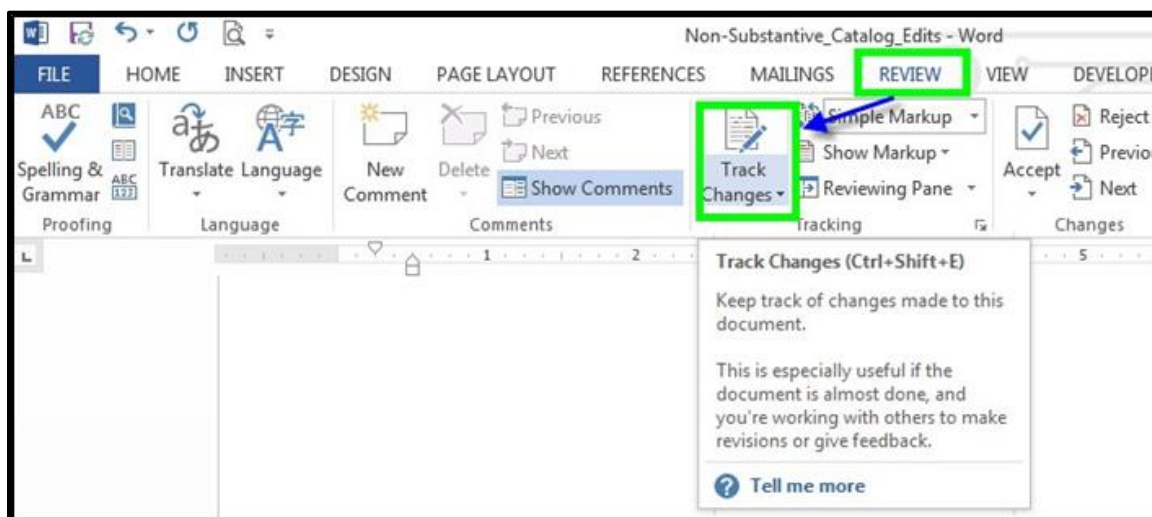
Beginning with the appropriate template, insert the copied text from your catalog page(s) and providing a markup of the changes to the text using the Word 'Track Changes' feature. This document will enable the catalog editors to quickly and easily identify the changes and electronically paste the revised text into the catalog, ensuring that what is requested is what is represented in the catalog.

- Open your web browser and navigate to the UH Undergraduate Academic Catalog **2019-2020**.
  - [www.uh.edu/catalog-undergraduate](http://www.uh.edu/catalog-undergraduate)
- Open the appropriate template (see above for link)
  - One single Word document is required per catalog page.
  - Separate Curriculog proposals are required per catalog page
- Once both the catalog web page and template are open, fill in the template with the following:
  - Provide the name of the content area in the Title of Main Page field
  - Provide the URL of the catalog page by copying and pasting it in the Page URL field
  - Provide the catalog text by copying and pasting the text to be edited on the catalog page
- Repeat the steps in section C. for any additional catalog pages that contain your content area's information (if your content area's catalog page has links to college-related information, degree programs, etc., these would be considered additional catalog pages that you are also responsible for reviewing)**

EXAMPLE: for edits to the College of Business section of the catalog, this page would be the URL of the main page: <http://publications.uh.edu/content.php?catoid=34&navoid=12749> and subsequent links on the main page (to Faculty, Scholarships, etc.), would be additional documents and separate proposals.



- E. Save the document to your desktop.
- Please name your document without using any spaces. Instead, you may use a dash or underscore, but no other special characters
    - i. NOT: Department of Teaching.doc
    - ii. INSTEAD: Department-of-Teaching.doc
- F. Enable the “Track Changes” feature within the “Reviewing” tab, then “Track Changes”.



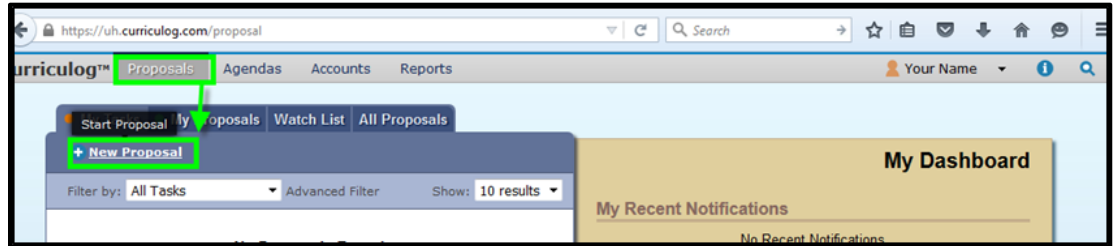
- G. Make the necessary changes to the information in your Word document.
- You can view the markup features by changing the Tracking option from 'Simple Markup' to 'All Markup'.
  - Comments may be added to provide context for changes, internal record-keeping notes, or messages to the catalog editors.
- H. After changes are complete, again save your document. (Best Practice: Save and Save Often!)
- I. Proceed to the next phase: Submit Catalog Edits via Curriculumlog.

## 2. SUBMIT CATALOG EDITS VIA CURRICULOG

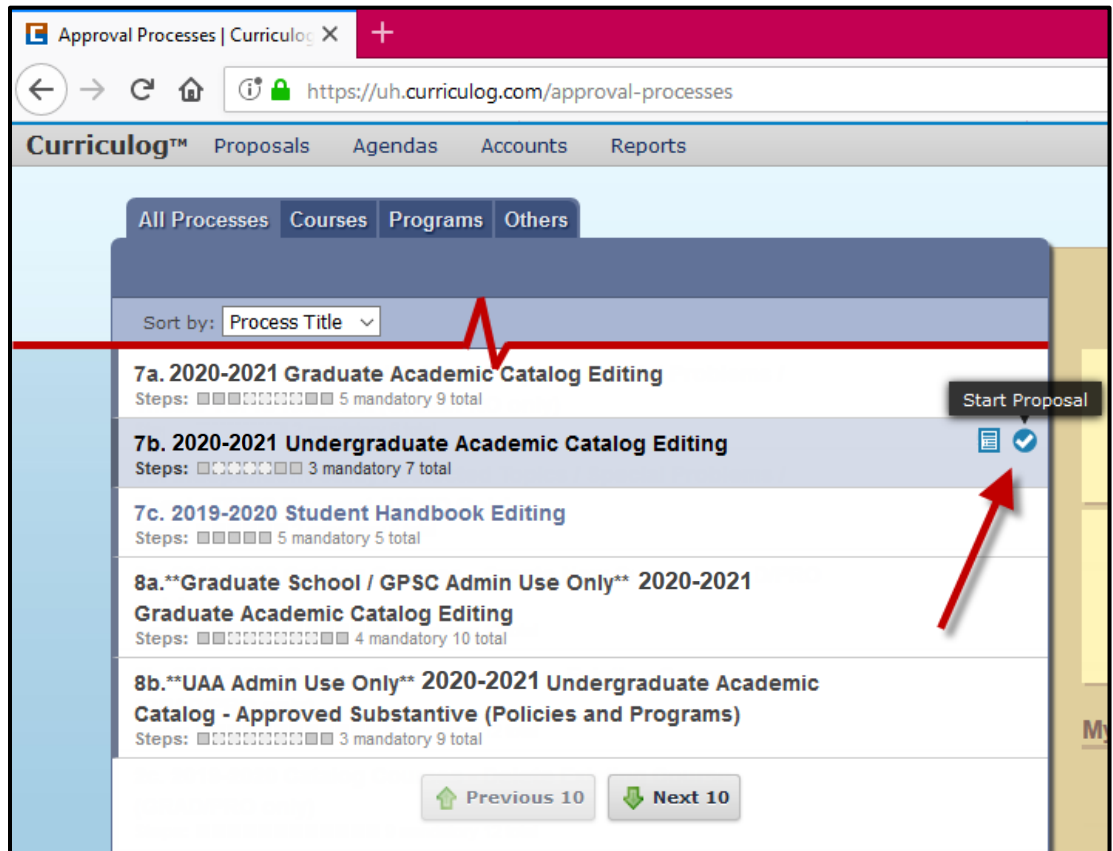
- A. **LOGIN TO CURRICULOG** (Need help with Curriculumlog? Please contact support at [Curriculumlog@uh.edu](mailto:Curriculumlog@uh.edu))
1. Open Open browser (Firefox is preferred) and Navigate to URL: <https://uh.curriculumlog.com>
  2. Click “Login”, in the top right corner
  3. You will be redirected to the UH Single Sign-On Login website. The web page will include a logo and description about UH Curriculumlog, confirming that UH Curriculumlog will be the application you will enter after successful login. Only those with a faculty or staff affiliation will be allowed to access UH Curriculumlog at this time.
  4. Enter your CougarNet login credentials and click the Sign in button.
  5. After entering your CougarNet credentials:
    - a. If you have faculty and/or staff affiliation you will be redirected to the UH Curriculumlog website and ready to use the system.
    - b. If you do not have affiliation with UH as a faculty or staff member, instead of being redirected to UH Curriculumlog you will receive an affiliation error. If you know this to be in error, please contact our office to help resolve the matter.
    - c. If you entered incorrect CougarNet credentials, you will receive a login error message prompting you to enter the correct login credentials. Please try again to login.

**B. START A NEW PROPOSAL**

1. The 'New Proposal' appears in the top-left corner from all tabs under the Proposals module. Click on the link to initiate a new proposal



2. Select the "7b. 2020-2021 Undergraduate Academic Catalog Editing" template and click on the blue circle with a white check mark within to open the proposal template.



3. Follow the prompts and complete each of the fields in the proposal template
  - a. Catalog Section Identification
    - i. Content Owner: from the SmartField options, please identify the specific content area being edited. Click in field to 'Select an option'. Only one selection is permitted. Click 'Save' to finalize the selection.

**My Tasks** **My Proposals** Watch List All Proposals

**New Proposal 1/24/2020 2:52 pm**  
7b. 2020-2021 Undergraduate Academic Catalog Editing

**Instructions**

**Catalog Section Identification**

Please identify the content owner of the changes being submitted by selecting the specific college, department, program, or office to which these changes apply.

This proposal should not include changes for multiple content owners, such as submitting one proposal for more than one department within a college.

**Content Owner\*** Select an option Click in field to find list of options

**Type of Page\***

**Catalog Page Title\***

**Catalog Page URL\***

**Routing - Please**

University of Houston

Architecture and Design

Arts, College of the

Art

Arts Leadership [ARLD]

Interdisciplinary Art [IART]

Music

ii. Type of Page:

**Type of Page\*** Select an option

College-level Page

Department-level Page

Non-Substantive Info on Degree/Certificate Page

Other - Non-Academic Content Area

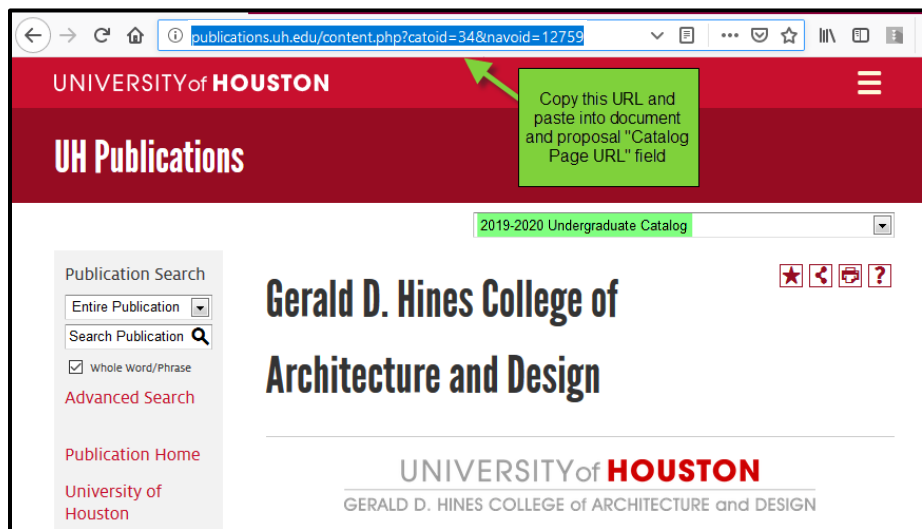
**Catalog Page Title\***

- College-level page – contains college-specific information such as contact information, faculty, academic information, scholarships, accreditation, etc.
  - Requires use of the “Non-Substantive Catalog Edits Template”.
- Department-level Page - contains department-specific information such as contact information, faculty, academic information, scholarships, accreditation, etc.
  - Requires use of the “Non-Substantive Catalog Edits Template”.
- Non-Substantive Info on Degree/Certificate Page – contains plan-specific information such as admission requirements, plan requirements, academic policies, etc.
  - Requires use of the “Degree/Certificate Program Page Template”.

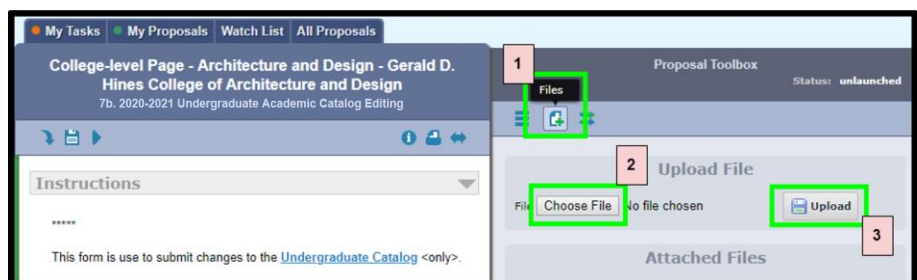
- Other – Non-Academic Content Area – contains information that does not belong to a college or a department within a college such as Office of Student Business Services, Scholarship & Financial Aid, etc.
- iii. Catalog Page Title: Enter (copy-paste) the title of the page, as it currently exists.



- iv. Catalog Page URL: Enter (copy-paste) the URL of the page, found in the browser address bar.



- b. Attach Document to Proposal
- i. Select the 'Files' icon in the Proposal Toolbox at the top-right of the proposal template screen. (Appears as a blue-outlined page with a green '+' symbol)
  - ii. In the 'Upload File' screen, 'Browse' to your computer and select the document.
  - iii. When document is selected, press 'Open' to return to the 'Upload File' screen.
  - iv. Press the 'Upload' button to complete the process of adding your document to the proposal.

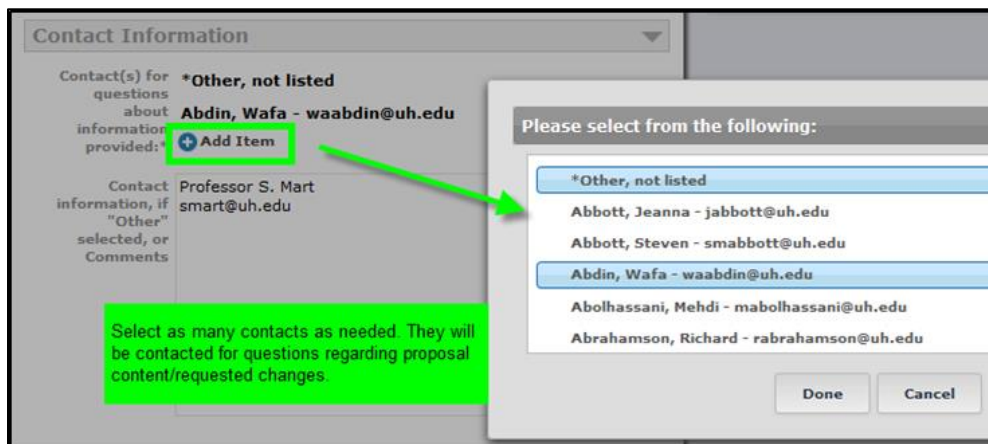


- c. Confirm Attachments – select the radio button selection to confirm that the document is attached.



**Confirm Attachment(s)**

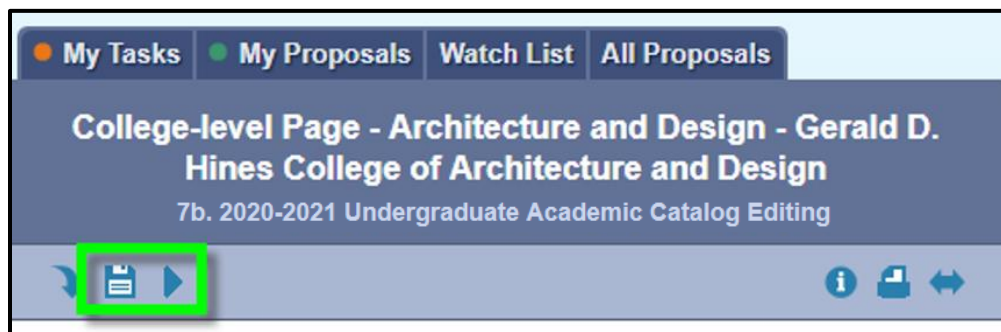
Requested changes attached to proposal  Requested changes attached to proposal

- d. Provide Contact Information
- i. Contacts – from the SmartField options, please identify the person(s) that should be contacted if questions arise. Click on 'Add Item' to view and select as many contacts as necessary. If the contact(s) are not found on the list, please use the '\*Other, not listed' option and provide the contact information in the field that follows.
  - ii. Comments – please provide any additional notes that are pertinent to the request but not asked elsewhere on the form.




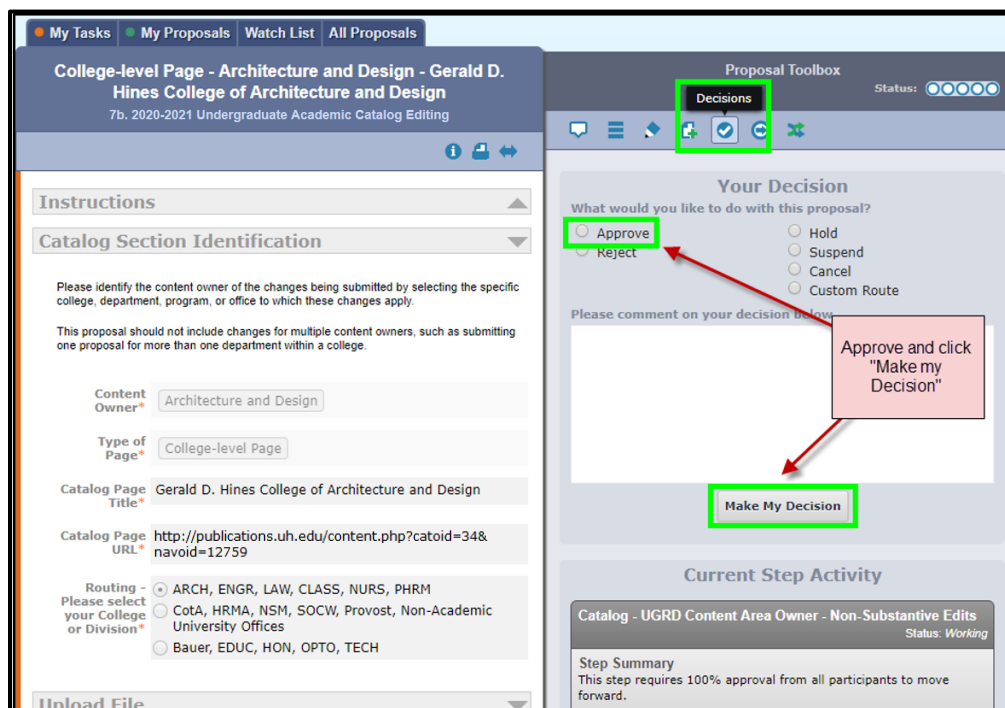
**C. LAUNCH PROPOSAL**

1. Save all fields  
Click the 'Save All Changes' icon  to save all information entered into the fields of the proposal.
2. Launch the proposal
  - a. Once all fields are completed and the proposal is ready, select the blue arrow icon  at the top of the page to "launch" the proposal to the next step. **YOU ARE NOT DONE YET!!!**



- b. If the form does not launch:
    - i. Scroll through the proposal form again to see if there are any required fields that may have been inadvertently skipped/not completed. They will be marked with an orange/yellow font. Once completed, return to the launch button and launch the proposal.
    - ii. Review the right-hand pane with the workflow participants. If there are any caution messages in the workflow participants, please contact [curriculog@uh.edu](mailto:curriculog@uh.edu) to resolve.
- D. APPROVE PROPOSAL ON THE ORIGINATOR APPROVAL STEP**  
(Once the form is launched, the view will be updated. Primarily, the right-hand pane will look different and provide different options. The Originator, person that created and launched the form, will now need to review and approve the proposal in order to move the proposal on to the next steps in the workflow.)

- 1. Review the proposal in the left-hand pane.
- 2. In the right-hand pane, select the 'Decisions' icon 
  - i. Select the 'Approve' radio button
  - ii. Click the 'Make My Decision' button



- 3. Your view will now update and you will receive a message that your proposal has moved on to the next step.
- 4. In addition to notifications you will receive from Curriculog regarding the status and actions required for your proposal, you can view the status of your proposal at any time by accessing the proposal in Curriculog, using the search options of the unique URL of your proposal.

**THANK YOU FOR YOUR SUBMISSION. YOU'RE (ALMOST) DONE!**  
**YOU WILL RECEIVE A NOTIFICATION WHEN REQUESTED EDITS ARE COMPLETED**  
**WITH INSTRUCTIONS ON HOW TO REVIEW AND APPROVE THE CHANGES.**