**Coursedog – Catalog Department Changes**

**CATALOG DEPARTMENT PAGE CHANGES**

Changes to Department Informational pages shown in the catalog are made once a year in **February**. At that time, approvers will receive an email to let them know it is time to make the yearly changes to their department’s informational catalog page.

Once you’ve received this email, follow the steps below:

1. Click the link in the email to be taken directly to your department’s page.
2. **If changes are needed:**
	1. Select “Edit Request” from the upper right corner of the screen.
	2. Make any necessary changes to the page.
	3. Select “Submit Request” and choose “Do Not Reset Workflow (Recommended)”, then hit “Save”.
	4. Select “Catalog Page – Edits Complete” and click the “Submit Decision” button.
3. **If no changes are needed:**
	1. select “Catalog Page – No Changes Needed” and click the “Submit Decision” button.
4. Comments can be added in the ‘Comments’ box if desired.

A decision (either making edits and submitting or indicating no changes are needed) is required within 21 days of receiving the initial email notification. If a decision has not been made 7 days before the deadline, a reminder email will be sent out. Once the deadline has passed, changes can no longer be made, and the proposal will automatically be deleted.

Current Department pages can be viewed in the online [Academic Catalog](https://catalog.utah.edu/departments/CP%20SC/overview) by selecting ‘Departments’ from the top navigation bar and then clicking on the name of your Department from the list.