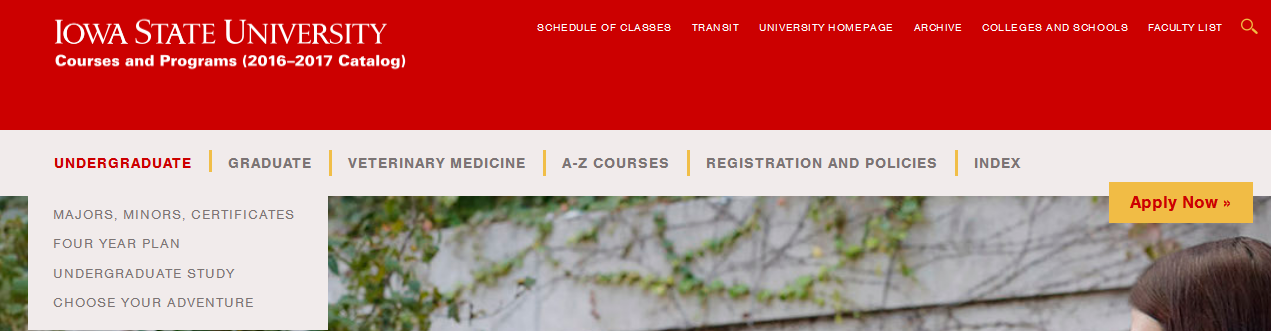
**Catalog Pages Check List**

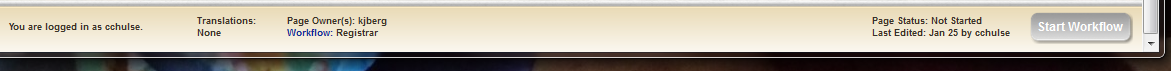
[cchulse@iastate.edu](mailto:cchulse@iastate.edu) or [kjberg@iastate.edu](mailto:kjberg@iastate.edu)

**Additional links to Check**



* Update college information (majors, minors, certificates).
* Review Four Year Plan list to make sure links are valid.

**Review Workflow**



* Click on Workflow to review the approval chain.
* Click Start Workflow
  + Green button: go.
  + Gray button: in workflow.

|  |  |  |
| --- | --- | --- |
|  | **Catalog page or Item** | **Notes** |
|  | Colleges and Schools | Review college content. Notify Char or Kara if you need access to the page. |
|  | Majors, Minors, Certificates | Review and make sure all majors are on the list and links are valid. Notify Char or Kara with updates/corrections. |
|  | Four Year Plan | Check to make sure all Four Year Plans are listed for your college. Notify Char or Kara with updates/corrections. |
|  | Undergraduate Study | Review college lists and notify Char or Kara with updates/corrections. |
|  | Choose Your Adventure | Make sure majors are represented. Notify Char or Kara with updates. |
|  | Start Workflow | Required to get the page published. |
|  | Request a list of pages you own and/or check <https://nextcatalog.registrar.iastate.edu/courseleaf/approve/> | Char or Kara can send a list on request. |
|  | Pictures | Submit new pictures to Kara at kjberg@iastate.edu |

**Editing Responsibilities Check List**

[cchulse@iastate.edu](mailto:cchulse@iastate.edu) or [kjberg@iastate.edu](mailto:kjberg@iastate.edu) [ssaad@iastate.edu](mailto:ssaad@iastate.edu)

<http://www.registrar.iastate.edu/catalog-editing>

* Editing deadline: Dec. 1 for all university copy; college deadlines differ—check with your college curriculum coordinator.
* Proofing deadline: January 15, 2018
* Editing for 2019: Approximately February 15, 2018

|  |  |
| --- | --- |
| Responsibilities check list. Red items indicate degree audit information. | |
| July | * Review course changes; see <https://nextcatalog.registrar.iastate.edu/azcourses/>. * Review college reports; see <http://www.registrar.iastate.edu/catalog-editing/reports> Look for changes that may affect your curriculum/four year plans. For example, designator changes, prerequisites, credits. * Review/edit all content that is not courses. |
| August | * Review course changes; see <https://nextcatalog.registrar.iastate.edu/azcourses/>. * Review college reports; see <http://www.registrar.iastate.edu/catalog-editing/reports> Look for changes that may affect your curriculum/four year plans. For example, designator changes, prerequisites, credits. * Review/edit all content that is not courses. * Communicate changes to your degree audit editor. |
| * Edits for current catalog degree audits are no longer accepted if they limit student options. * Sample degree audits run for next catalog. |
| September | * Review course changes; see <https://nextcatalog.registrar.iastate.edu/azcourses/> * Review college reports; see <http://www.registrar.iastate.edu/catalog-editing/reports> Look for changes that may affect your curriculum/four year plans. For example, designator changes, prerequisites, credits * Review/edit all content that is not courses. * Communicate changes to your degree audit editor. |
| * Sample degree audits run with any edits since the beginning of fall term. |
| October | * Review course changes; see <https://nextcatalog.registrar.iastate.edu/azcourses/> * Review college reports; see <http://www.registrar.iastate.edu/catalog-editing/reports> Look for changes that may affect your curriculum/four year plans. For example, designator changes, prerequisites, credits * Review/edit all content that is not courses. * Communicate changes to your degree audit editor. |
| * Degree audit editing training offered. |
| November | * Review course changes; see <https://nextcatalog.registrar.iastate.edu/azcourses/> * Review college reports; see <http://www.registrar.iastate.edu/catalog-editing/reports> Look for changes that may affect your curriculum/four year plans. For example, designator changes, prerequisites, credits * Review/edit all content that is not courses. * Communicate changes to your degree audit editor. Edits due in December. |
| * Individual degree audit editing appointments available. |
| December | * Degree audit edits due. * Proof your content. Download pdf via [https://nextcatalog.registrar.iastate.edu/](https://nextcatalog.registrar.iastate.edu/azcourses/); send changes to the catalog editor. * No new course changes accepted. |
| * Degree audit edits due in Registrar’s Office. |
| January 2018 | * Continue proofing content. Proofing ends January 15. * Catalog archiving and publishing begins. |
| February 2018 | * Editing begins for the 2019-2020 catalog. |
| May 2018 | * Degree audits released for current year catalog in time for orientation |

**Catalog photos**

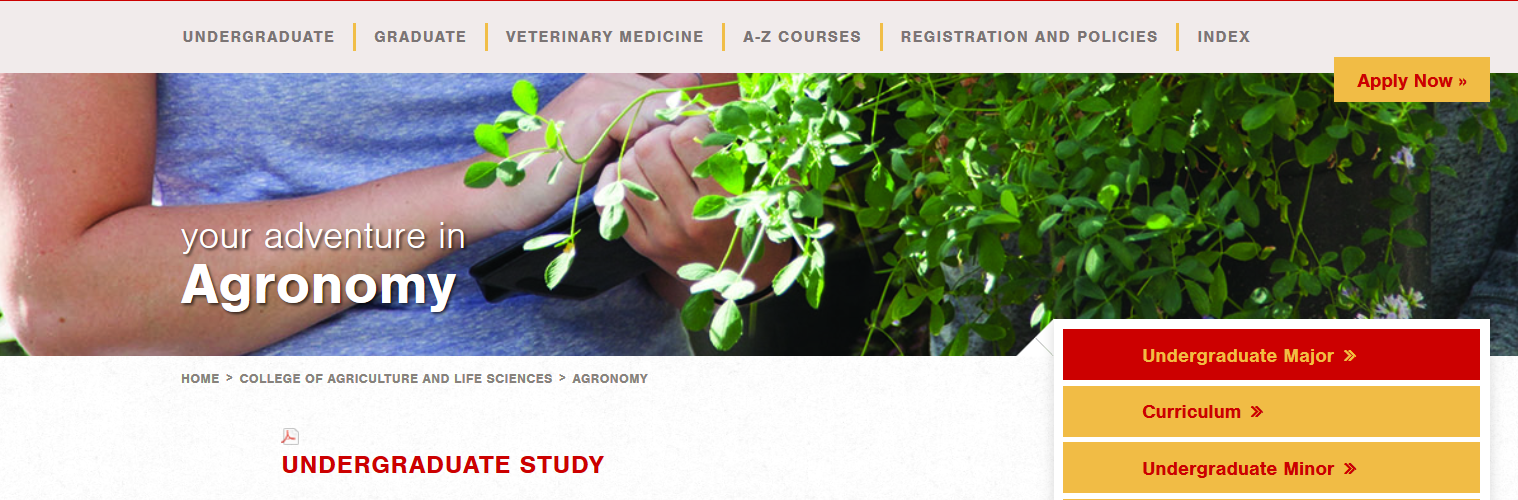
**Photo sizes**

* Banner across top of page: 1500x300 pixels (20.8” x 4.2”)
* Thumbnails for Choose your adventure filter page: 253x123 pixels (3.5” x 1.7”)
* Email or send through CyBox for multiple photos to Kara Berg: [kjberg@iastate.edu](mailto:kjberg@iastate.edu).
* New photos may be submitted anytime, but won’t be incorporated until publication on Dec. 1, each year.

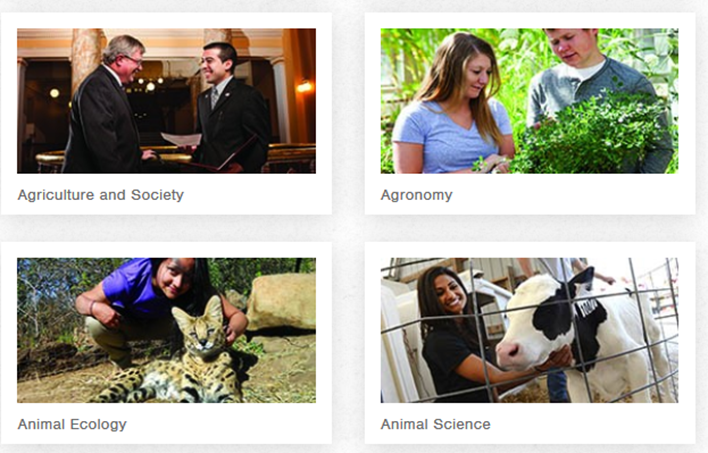
**Examples of good photos**

Make sure photos are:

* recent
* high quality: in focus, high resolution and/or large in size (20”+)
* jpeg format works best
* people in photos: make sure they are at close to the same level in height
* need area in bottom left that can be darkened, so the white title shows up



Ideally, we’d like to incorporate the same photo for both the major/banner page and for the thumbnail/Find Your Adventure page. Using Agronomy, see the banner photo used above and the thumbnail below.

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