2013-2014 College Catalog Deadlines and Notes

It is time once again to begin work on the College Catalog for the next academic year. This e-mail contains a summary of the process along with the associated deadlines, resource tools, and other important notes that you need to complete the 2013-14 College Catalog.

The College Catalog 2013-2014

https://upcomingcatalog.uchicago.edu/thecollege/

GENERAL INTRODUCTION

The production of the College Catalog is an annual process undertaken by College editors in partnership with the Office of the University Registrar. College students have catalog rights therefore the catalog must be updated no later than April 20th this year. This publication provides incoming students with an overview of program requirements to plan from and adhere to. The process includes an initial timeframe for departments to update their program pages. Once completed, the College Dean’s Office will then review all your changes and updates. The publication is then finalized by the Office of the University Registrar and made available to the public on-line. After the deadline, changes to prerequisites and program requirements must be reviewed and approved by the College Deans Office then submitted to the Office of the University Registrar to be updated online. Detailed information about the deadlines can be found below.

DEADLINES

JANUARY 18, 2013 - Department editors may access the Courseleaf system to begin editing their department’s pages

MARCH 4, 2013 - Courseleaf system is closed to department editors.

March 5 – APRIL 12, 2013 - UChicago Creative (formerly 3C) and the College Dean’s Office will review and approve content

April 13 - April 19th – Final publication updates made by Office of the University Registrar

TRAINING

Training review sessions will be offered by the Office of the University Registrar throughout the update period. The schedule will be distributed to editors next week. However, if you feel confident in using the system, you should feel free to begin your edits when the system opens tomorrow.

WIKI

Please also utilize the WIKI entries at https://wiki.uchicago.edu/display/eCatalogCollege/College+eCatalog+Home which contain information you may find helpful on editing pages and creating courses.

If you also are responsible for working on the Graduate Announcements, you’ll receive another e-mail about that production cycle soon. As always, please don’t hesitate to contact John Plampin (jplampin@uchicago.edu) or Kelly Simmons (kellysimmons@uchicago.edu) in the Office of the University Registrar.

Sincerely,

Scott Campbell, University Registrar

Martha Merritt, Associate Dean Academic Affairs and Development

Office of the University Registrar

The College

Campus and Student Life