

## What is CAT?

CAT is the catalog editing module of CourseLeaf. In this system, departments edit catalog content for the upcoming cycle. Once an editor has completed their review and/or edits for a page, the editor clicks the “Start Workflow” button, and the page goes through a pre-set workflow for approval. The workflow may include the department chair, college dean, Registrar’s Office, and others as appropriate. If approved, the edits will appear in the next catalog.

**To access CAT:** <https://nextcatalog.odu.edu> (navigate to appropriate area/pages as needed). Log in using your MIDAS ID and password. It’s best to use the Firefox browser if it’s available on your computer.

**Training:** Once ready, training information will be available at <https://www.odu.edu/acadaffairs/courseleaf> each year.

**Deadlines:** Once set, the deadline for course submissions in CIM will be posted at <https://www.odu.edu/acadaffairs/courseleaf> each year. Please note: following the posted deadline is imperative to ensure the university catalogs are published in a timely manner. CAT will close for submissions after the deadline.

**IMPORTANT:** If your catalog change required submission of a curricular change form, please ensure that form is fully approved before making any significant changes in the catalog. If the changes are small (didn’t require a curricular change form or did require one but were not extensive), you may make them, and the catalog administrator will let you know upon review if they’re not appropriate.

**New Programs/Majors/Minors or items that are moving from one department/college to another** will require some initial administrative work before you can edit them. This work is usually completed in the weeks after the curricular change form deadline and takes time. Please email [courseleaf@odu.edu](mailto:courseleaf@odu.edu) if you have any questions about a particular item.

**Navigation once in CAT:** Please review the provided training video at <https://www.odu.edu/acadaffairs/courseleaf> for specifics, and be sure to save your work periodically while editing to ensure the system doesn’t time you out.

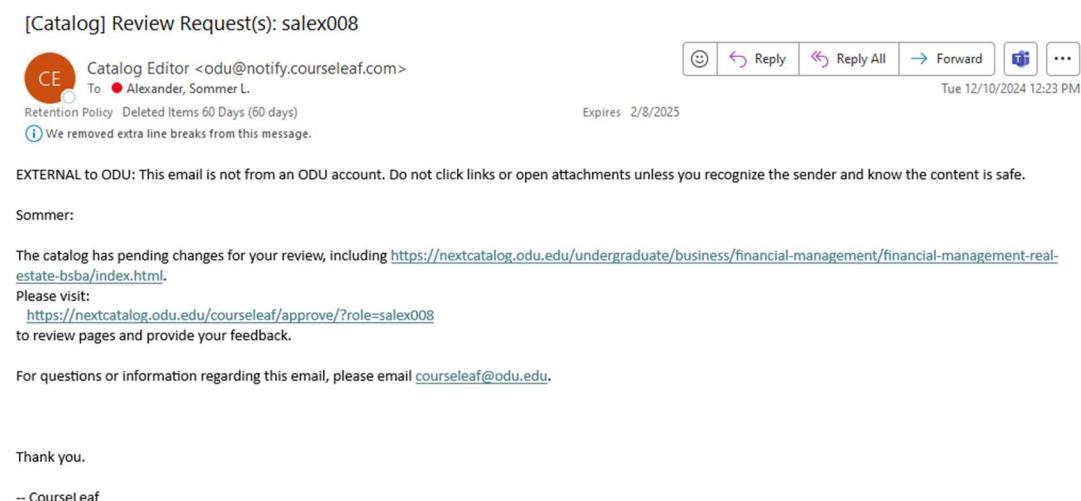
1. Choose Undergraduate or Graduate Catalog by clicking on the catalog listing.
2. Use the tabs along the right side to navigate to the page you want to edit.
3. Click the Edit Page logo at the top of the left hand side of the screen to reveal the author toolbar.
4. Click the pencil symbol at the area of the catalog copy or the particular course you want to edit and make edits as desired.
5. Be sure to save your edits by clicking O.K. at the bottom of the page body box.
6. When finished making ALL edits on the page, click the green Start Workflow button in the lower right. If anyone else in your area is able to make edits on the page, **please be sure**

**everyone has finished editing before starting Workflow.**

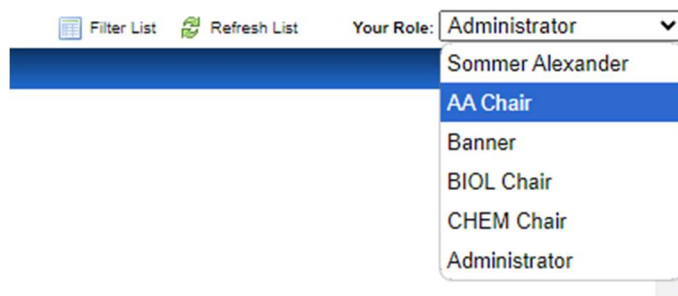
7. Log off by exiting your browser, closing the page or choose file and then exit.

### Reviewing Course Proposals

If you are in the workflow as an approver, you will receive an automated email from Catalog Editor with a link to click on to review/edit and approve changes for a specific catalog page, as in the example below.



If you do not see anything when you follow the link provided in the email, please select your name or role from the “Your Role” dropdown menu:



Once you select your role, you should see a list of pages for your review. Click on the page you'd like to review and scroll down to see the changes.

## CAT Quick Guide

Pages Pending Approval

Filter List Refresh List Your Role: Sommer Alexander

PAGE	USER
/undergraduate/arts-letters/art-history-bs: Art with a Major in Art History (BA)	Anne Mursaka
/undergraduate/education/educational-leadership-workforce-development/career-technical-education-technology-bs: Career and Technical Education with a Major in Technology Education (BS)	Phil Reed
/undergraduate/engineering-technology/engineering-technology/engineering-technology-civil-bset: Engineering Technology with a Major in Civil Engineering Technology (BSET)	Jon Lester
/undergraduate/business/financial-management/financial-management-real-estate-bsba: Financial Management with a Major in Real Estate (BSBA)	Bruce Rubin
/undergraduate/arts-letters/political-science-geography/geography-bs: Geography (BA)	Jennifer Whytaw
/undergraduate/arts-letters/political-science-geography/geography-bs: Geography (BS)	Jennifer Whytaw
/undergraduate/arts-letters/political-science-geography/geography-environment-resources-bs: Geography with a Major in Environment and Resources (BA)	Jennifer Whytaw
/undergraduate/arts-letters/political-science-geography/geography-environment-resources-bs: Geography with a Major in Environment and Resources (BS)	Jennifer Whytaw
/undergraduate/arts-letters/political-science-geography/geography-geographic-information-systems-bs: Geography with a Major in Geographic Information Systems (BS)	Jennifer Whytaw
/undergraduate/arts-letters/political-science-geography/geography-urban-planning-emergency-hazards-management-bs: Geography with a Major in Urban Planning & Emergency/Hazards Manager	Jennifer Whytaw

Page Info Workflow Status Attached Files Revision History

Title: Art with a Major in Art History (BA)  
Last Update: Dec 9, 2024 12:45pm  
Template: standard  
Page Authors: ART Chair, Peter Eudenbach, Ivanele Blanco, Anne Mursaka, Vittorio Colozzi, Natalia Plato  
Workflow: ART Chair, AL Dean, UGFinal  
College:  
Department:

PAGE REVIEW

Hide Changes: 10 View Changes By: All Changes

Old Dominion University

Catalog Home Programs Courses

Be sure to click on each tab for the page, if there are multiple tabs:

Bachelor of Science  
**Physics (BS)**

Overview Requirements Degree Program Guide

**Requirements**

Be sure to expand any dropdown sections, as well, to review those for accuracy:

### Additional Requirements and Information



Most changes will appear in red and green (red usually indicates a removal of content from an area, while green usually indicates the addition of content to an area). Here's an example of how changes might appear:

## Requirements

WGS 201S is WMST 201S is a prerequisite for the minor and is not included in the grade point average for the minor. Required courses are:

<u>WMST 301</u>	<u>Course WMST 301 Not Found</u>	<u>3</u>
or <u>WMST 302W</u>	<u>Course WMST 302W Not Found</u>	
<u>WMST 390T</u>	<u>Course WMST 390T Not Found</u> *	<u>3</u>
<u>WGS 301</u>	<u>Feminist Foundations</u>	<u>3</u>
or <u>WGS 302W</u>	<u>Dimensions of Diversity: Intersectionality Among Women</u>	
<u>WGS 390T</u>	<u>Women, Gender, and Technology Worldwide *</u>	<u>3</u>
Two additional WGS courses (at least one at the 400 level)		6
<b>Total Credit Hours</b>		<b>12</b>

\* Meets impact of technology requirement.

Some changes may also appear with a blue line next to them—a blue line could indicate a rearrangement of requirements, a change in credits, a change in comment/text, a change in course title, change in footnote, etc., so please be sure to review them, too.

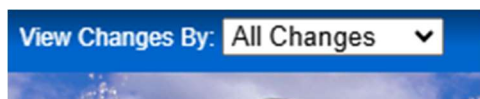
Two additional WGS courses (at least one at the 400 level)	6
<b>Total Credit Hours</b>	<b>12</b>

Pay special attention to footnotes to ensure they're accurate.

Once you review the page, you have a few options. You can either edit the page and then approve, rollback the page to a previous editor with instructions on what to correct, or approve the page as-is. Approving the page will send it to the next step in the workflow. These options are found on the upper right-hand side of each page you're reviewing:



If you wish to see who made a particular change, click on the “View Changes By” dropdown box (found at the top of each page) and click on a name that appears in the dropdown (the default is to show you all changes):



### Help

Help can be found by clicking the Help button in the right-hand top corner or at [Help.courseleaf.com](https://help.courseleaf.com).

You can also email [courseleaf@odu.edu](mailto:courseleaf@odu.edu) for assistance if needed.