**Catalog Update Process**

Catalog Editing Access

1. Login to my.stetson.edu
2. Click on the resources tab
3. Click on CourseLeaf under the Catalog Management System Heading

Catalog Editing

1. On the catalog’s main page, use the links on the right hand side for updating. Click on the appropriate link for your area. For example, to access the Chemistry pages, select Undergraduate🡪College of Arts and Science🡪Chemistry
2. To update a page, click on the edit page button in the top left corner of your browser window. An edit button (words with a pencil) will appear near the top of the section that you wish to edit.
3. Click the edit button to enter the page editor.
4. Make the necessary updates and click okay. Once finished making updates to your selected section, click Start Workflow in the lower right portion of the browser window.
5. Review all of your areas of responsibility and repeat steps 2-4 as necessary.
6. Once finished, close your browser window to log out.

Important Items

1. Course description changes must be submitted to the Registrar’s Office at [registrar@stetson.edu](mailto:registrar@stetson.edu)
2. New programs and new courses must be approved by UCCAP/UGEC prior to entry into the catalog. These approvals are routed to the Registrar’s Office by each committee. The Registrar’s Office will enter the approvals in the catalog.