

Catalog Page

If the user clicks on the **Catalog** button, a page is provided that is a summary of the various catalog actions currently in the system. The user has the ability to view all actions from this screen. Editing is also available for “Applications Pending Review” at certain administrative levels. Depending on the user’s functions, there is also the ability to recommend approval for changes, additions, and deletions to the course inventory. The four categories of course applications are:

- **Applications Pending Review** – These are the applications waiting for approval from this role/level.
- **Returned Applications** – These are applications that have been submitted but have been returned for revision by a higher level role.
- **Submitted Applications** – These are applications that have been submitted and will appear in the catalog pending completed approvals.
- **Saved Applications** – These are applications that have been saved by the user and are waiting for additional work before being submitted through the chain of approvals. There is a **60** day holding period for these. Reminder notices will be sent to the originator **15** days before being removed from the system if they are not submitted up to a higher level.

ID	Type	Summary	Status	Submitted	Last Activity	Action
2307	MODIFY	CNBT-1291 will be modified	CS - APPROVED TO COMMITTEE	6/17/2008 4:51:54 PM	11/14/2008 5:31:18 PM	[Review] [Edit]
2308	MODIFY	CNBT-1301 will be modified	CS - APPROVED TO COMMITTEE	6/17/2008 4:54:50 PM	11/14/2008 5:32:19 PM	[Review] [Edit]
2309	MODIFY	CNBT-1416 will be modified	CS - APPROVED TO COMMITTEE	6/17/2008 4:58:27 PM	11/14/2008 5:32:43 PM	[Review] [Edit]
2354	MODIFY	DEVW-1412 will be modified	CS - APPROVED TO COMMITTEE	10/16/2008 2:43:00 PM	11/19/2008 12:45:39 PM	[Review] [Edit]
2356	EXPIRE	MDCA-1409 will be expired (209U000).	CS - APPROVED TO COMMITTEE	10/8/2008 2:44:09 PM	11/13/2008 4:38:55 PM	[Review] [Edit]
2362	COPY	HITT-2335 will be created	CS - APPROVED TO COMMITTEE	10/8/2008 3:13:58 PM	11/14/2008 4:32:34 PM	[Review] [Edit]
2366	COPY	HITT-2343 will be created	CS - APPROVED TO COMMITTEE	10/8/2008 3:34:38 PM	11/14/2008 5:25:41 PM	[Review] [Edit]
2367	COPY	HITT-2249 will be created	CS - APPROVED TO COMMITTEE	10/8/2008 3:39:43 PM	11/14/2008 5:25:51 PM	[Review] [Edit]
2368	COPY	HITT-2339 will be created	CS - APPROVED TO COMMITTEE	10/8/2008 3:44:38 PM	11/14/2008 5:26:01 PM	[Review] [Edit]
2370	COPY	HITT-2360 will be created	CS - APPROVED TO COMMITTEE	10/8/2008 4:00:59 PM	11/13/2008 4:31:23 PM	[Review] [Edit]
2371	EXPIRE	HITT-2266 will be expired (209F000).	CS - APPROVED TO COMMITTEE	10/8/2008 4:03:36 PM	11/14/2008 5:26:22 PM	[Review] [Edit]
2372	MODIFY	DEVW-1413 will be modified	CS - APPROVED TO COMMITTEE	10/16/2008 2:52:44 PM	11/19/2008 12:42:25 PM	[Review] [Edit]
2373	MODIFY	DEVW-1403 will be modified	CS - APPROVED TO COMMITTEE	10/16/2008 3:00:05 PM	11/19/2008 12:43:09 PM	[Review] [Edit]

Figure 5 -- Catalog Page for Applications Pending Review

Application Statuses:

- Level 1
 - Department Coordinator Submitted – no approvals have been given
- Level 2 **For Special Topics/Local Need applications only**
 - Prior to entering CMS Course Application, Department Coordinator completes Special Topics or Local Needs form online at THECB Texas Workforce Education website: <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/>; Electronic Submissions link. Notify Dean and CE Reports & Records Assistant
 - Dean Approval – Dean has approved
 - Dean – Returned for Revision – Submitter must make changes to application based on comments from dean
 - Dean – Executive Rejection – Dean has rejected – application cannot be revised
- Level 3
 - CS Full Approval – Instructional Support Services approves and adds to Datatel
 - CS Returned for Revision – Submitter must make changes to application based on comments from CS
 - Closed – Description will appear in online and print catalog/schedule