

Online Catalog

The **Online Catalog** lists all courses that:

- Are approved and processed by Instructional Support Services
- Are active in Datatel/CMS based on the effective start/end dates
- Are complete and do not have a reconciliation problem in CMS

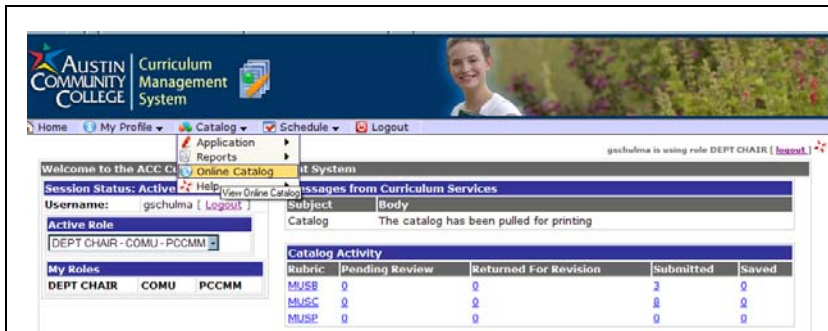


Figure 50 – Select Online Catalog

1. Select **Online Catalog** from the **Catalog** drop down menu.

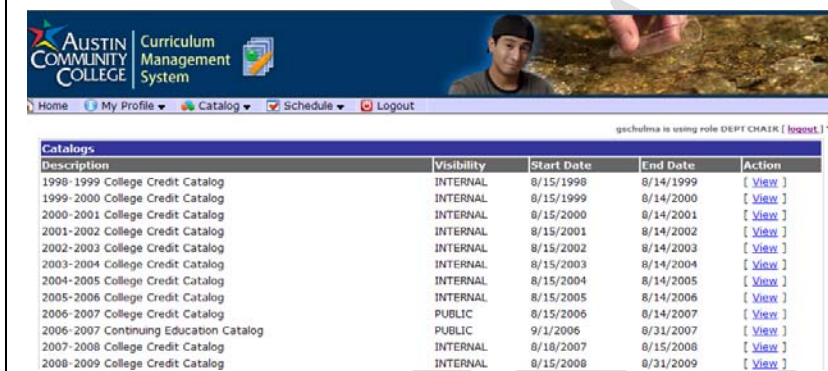


Figure 51 – Select Appropriate CE Catalog

1. This screen lists all the academic years that are in Datatel.
2. The only catalogs that are currently in CMS begin with the 2007-2008 College Credit Catalog Year. (The other years were added as place holders for other aspects of the catalog and schedule components.)
3. The Visibility Statuses are:
 - **Archived** – Catalog is retained for research. No edits are permitted.
 - **Closed** – Catalog is closed for modification. The closed catalog may be viewed internally by ACC staff.
 - **Curriculum** – Used by Instructional Support Services to build the catalog.
 - **Internal** – Used internally within ACC for review/edit.
 - **Public** – Available to public on internet site. Changes made after print publication will show on web with a modification note and date.
4. Click the **View** link.

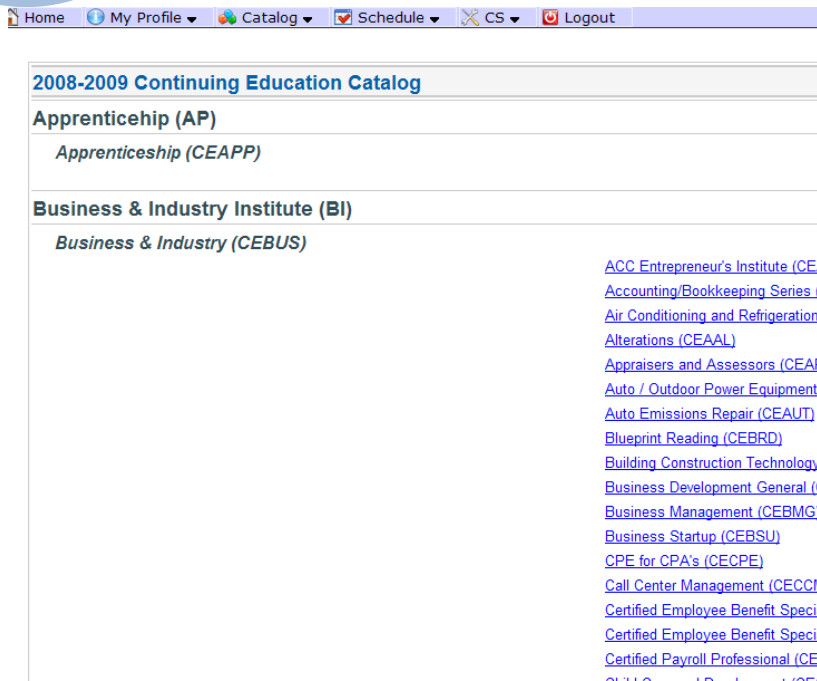


Figure 52 – Select Your Task Area

5. Click on the appropriate catalog link.
6. On the next screen, you can click on the task area link for the descriptions you would like to view.

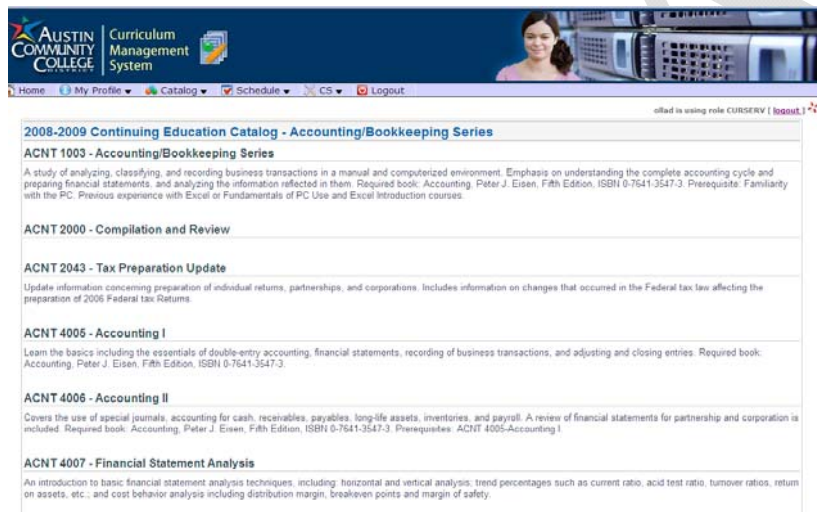


Figure 53 – Online Catalog

7. The next screen will show course description details.
8. If a course has been changed since the catalog has been published, then a note will appear stating *“* Course has been modified since print catalog publishing date. Last Updated: X/XX/20XX”*