

### 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.

Applications Pending Review						
ID	Type	Summary	Status	Submitted	Last Activity	Action
Returned Applications						
ID	Type	Summary	Status	Submitted	Last Activity	Action
Submitted Applications						
ID	Type	Summary	Status	Submitted	Last Activity	Action
1	MODIFY ACNT-1171	will be modified	CS - FULL APPROVAL	7/19/2006 11:47:04 AM	7/20/2006 10:12:03 AM	[ View ]
2	MODIFY ACNT-1391	will be modified	CS - FULL APPROVAL	7/19/2006 11:51:12 AM	7/20/2006 10:12:10 AM	[ View ]
88	MODIFY MUSB-2386	will be modified	CS - FULL APPROVAL	7/20/2006 2:38:27 PM	8/1/2006 5:26:12 PM	[ View ]
89	MODIFY MUSB-2450	will be modified	CS - FULL APPROVAL	7/20/2006 2:40:00 PM	8/1/2006 5:26:18 PM	[ View ]
90	MODIFY MUSC-1213	will be modified	CS - FULL APPROVAL	7/20/2006 2:42:25 PM	8/1/2006 5:26:23 PM	[ View ]
91	MODIFY MUSC-1220	will be modified	CS - FULL APPROVAL	7/20/2006 2:44:17 PM	8/1/2006 5:26:28 PM	[ View ]
92	MODIFY MUSC-1303	will be modified	CS - FULL APPROVAL	7/20/2006 2:45:30 PM	8/1/2006 5:26:33 PM	[ View ]
93	MODIFY MUSC-1311	will be modified	CS - FULL APPROVAL	7/20/2006 2:46:00 PM	8/1/2006 5:26:38 PM	[ View ]

Figure 7--Catalog Page for Curriculum Services (category not shown at bottom is Saved Applications)

### Application Statuses:

- Level 1
  - Requestor Submitted – no approvals have been given
- Level 2
  - Department Chair Approval – Department Chair has approved application
  - Department Chair Returned for Revision – Faculty member must make changes to application based on comments from department chair
  - Department Chair Terminated – Faculty members application has been rejected and cannot be revised
- Level 3
  - 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 4
  - VP Approval – Vice President has approved
  - VP Returned for Revision – Submitter must make changes to application based on comments from VP
  - VP Executive Rejection – VP has rejected – application cannot be revised.
- Level 5
  - CS Full Approval – Curriculum and Programs Committee has approved.
  - CS Returned for Revision – Submitter must make changes to application based on comments from CS
  - CS Committee Rejection – application cannot be revised
  - Closed – Description will appear in online and print catalog