

Date	Catalog Editing Action Item	Additional Notes
August and September		
September 3, 2021	Tentative Catalog Timeline is sent	
September 24, 2021	Email to CU Denver Catalog Editors with Timeline and Doodle for Editors Meeting	
Week of September 27, 2021	CU Denver Catalog Editors Meeting	
October		
October-December 2021	By Request New User and Refresher Training for CAT	https://ucdenverdata.forstack.com/forms/sso_cm_training_request_form
October 1, 2021	User Provisioning and Workflow Spreadsheets due to catalog email if met with RO prior to 9/20/21	
October 8, 2021	User Provisioning and Workflow Spreadsheets due to catalog email if met with RO after to 9/20/21	
	Priority Deadline Date for Program Page Updates	https://ucdenverdata.forstack.com/forms/catalog_program_page_updates
October 18, 2021- February 1, 2022	Catalog Editing is Open	
October 18, 2021	Author Mode Opens	
	RO pushes all pages of catalog to workflow	
October 27, 2021	Group Refresher Training	
	Group New User Training	
November		
November 1, 2021	Biweekly Reports of CAT Workflow Status Updates Begin	
December		
December 13, 2021	Weekly Reports of CAT Workflow Status Updates Begin	
December 16, 2021	Priority deadline for Course Proposal Forms to ensure publish in 2022-23 Catalog	Non-UCC sent to courses email; UCC sent to UCC to be on 12/17/21 spreadsheet
December 17, 2021	<i>SUGGESTED DATE ONLY- Advise that any workflows prior to main Catalog Editor for each S/C/D push pages to approve</i>	

Date	Catalog Editing Action Item	Additional Notes
December 20, 2021	<i>SUGGESTED DATE ONLY- Advise ro Admins can assist with pushing pages to the main S/C/D Catalog Editor</i>	
January		
January 14, 2022	All Course Proposals due to courses email	
	Last Day to Modify a Page Name and Request a Page to be added to the Catalog	
January 31, 2022	Last weekly CAT Workflow Status Email Sent; course error information will still be sent through March 1	
February		
February 1, 2022	All Catalog Editing Due and must push pages out of S/C/D queues	If department does not have a workflow (student service/student life related), they can use catalog editing form. If a school/college has policy updates that are located on a Registrar's Office page they may use this form- https://ucdenverdata.formstack.com/forms/sso_reg_catalog_edit_submission_form
February 2, 2022	RO Team pushes outstanding workflow items forward to the RO workflows	
March		
March 1, 2022	Degree Audit Team Review Complete- push to RO Catalog Team	
	Last Day for to ask for Program Page to be deleted or Modify Order of Pages	
March 8, 2022	CU Denver Catalog Review Complete; all pages in Approved Status	
March 14, 2022	Final Catalog Republish	ensures no red boxes or errors
March 15-17, 2022	Preview Website Generated, Broken Links Report sent and fixed	

Date	Catalog Editing Action Item	Additional Notes
April		
April 1, 2022	Catalog is Published	
	Archive website of 2021-22 live	
May		
May 13, 2022	Publish PDFs	
June		
June 6, 2022	CURR is live and NEXT website for 2023-24 is open	NEXT website will open in Admin Mode and later open to catalog authors