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Logging into the Catalog (CAT) Editing Environment

You can find the main Graduate Catalog editing environment here: https://next-catalog.ncsu.edu/. The page will look like this:

![Catalog 2021-2022](image)

Note
The “Edit Page” toolbar at the top right-hand corner of the page is the indicator of you being in the editing environment. In order to utilize the toolbar, you will need to be assigned to the page owner role and use your Unity ID credentials to log in.

Sidebar Navigation Links

“Programs and Degrees” and “Certificates” Tabs

To find your program-specific page(s), you can use the following:

Sidebar Navigation Links

The Sidebar Navigation Links, in the Graduate Catalog, are organized in the following order: College, Program, Plan (MR/MS/PhD/Minor/Certificate/&c.); when selecting each higher-level link, the lower-level (or “child page”) link will appear, as shown below:

![Sidebar Navigation Links](image)
“Programs and Degrees” or “Certificates” tabs on the “Graduate” page

These tabs are automatically pulled by a sitemap. They are organized in alphabetical order and list all programs and certificates in the Graduate Catalog. If you do not see your program/degree/certificate listed here, please contact grad-curriculum@ncsu.edu.
Editing Environment Toolbar

To open the Editing Environment Toolbar, select the following icon at the top-right corner of the webpage:

If you are not already logged in, you will need to use your Unity ID and password to access. Once logged in, the toolbar will open up in one or two ways:

a) some tabs hidden

or

b) all tabs visible

Program Pages

Program page URLs follow the following breadcrumbs: /graduate/college/program/. The program pages are built to hold the following information:

- “Overview” tab
- “Degrees” tab
- “Faculty” tab
- “Courses” tab

Program Overview

This tab is completely editable by the page owner. The “Overview” may include anything from Admissions Requirements, Degree Summaries, and other relevant information about the program.

To edit the content, refer to the editing toolbar, and find the “Page Body” button as shown below:
The following window will pop-up when the tab is selected:

Some of the CAT-specific functions are as follows--

**Preset Paragraph Formats**

- Normal
- Heading 2
- Heading 3
- HEADING 4
- Heading 5
- Pre-Formatted
- Heading 6

**Block Styles**

- H2 Toggle
- H3 Toggle
- Intro Text

“Toggle” styles are headers that hide text unless clicked on.

**Text Hyperlinks**

When creating the text hyperlinks, highlight the text you would like to hyperlink and select the following button.
The following window will pop-up with the types of hyperlinks you can use:

The Graduate School will leave the overview tab’s content up to the program’s discretion; however, we strongly encourage not adding any specific program contact name(s) and/or contact information due to the catalog being archived at the end of every academic year. It is best practice to leave general emails and/or main office numbers.

“Degrees” Tab

The “Degrees” tab is programmed with a sitemap table of links for the program’s corresponding degrees and certificates. These are automatically pulled from the navigation tab and will update with the site refresh. If this table is not up to date, please email grad-curriculum@ncsu.edu.

Note

to hyperlink an email address, type:

mailto:xxx@ncsu.edu

To add a subject line to an email hyperlink, type:

mailto:xxx@ncsu.edu?subject=add%20subject%20here
"Faculty" Tab

The faculty lists on the “Faculty” tab will be maintained by the Graduate School. These are lists that are pulled from Student Information Systems (SIS) and are managed by Human Resources.

Faculty members are listed by “Academic Rank Description” and NOT “Status Level”. Academic Rank Descriptions are combined into the following categories:

1. **Full Professors**
   - Clinical Professor
   - Distinguished Professor
   - Distinguished University Prof
   - Extension Professor
   - Named Distinguished Professor
   - Named Distinguished Univ Prof
   - Named Professor
   - Professor
   - USDA Professor
   - USDI Professor

2. **Associate Professors**
   - Assoc Professor
   - Clinical Assoc Professor
   - Extension Associate Professor
   - Named Distinguished Associate
   - USDA Assoc Professor

3. **Assistant Professors**
   - Asst Professor
   - Clinical Asst Professor
   - Extension Asst Professor
   - USDA Asst Professor

4. **Practice/Research/Teaching Professors**
   - Asst Professor of the Practice
   - Assoc Profess of the Practice
   - Lecturer
   - Professor of the Practice
   - Research Assoc Professor
   - Research Asst Professor
   - Research Professor
   - Teaching Asst Professor
   - Teaching Assoc Professor
   - Teaching Professor
5. Emeritus Faculty
   to be listed in Alphabetical order
   - Emeritus Associate Professor
   - Emeritus Asst Professor
   - Emeritus Clinical Assoc Prof
   - Emeritus Clinical Professor
   - Emeritus Distinguished Prof
   - Emeritus Extension Professor
   - Emeritus Named Disting’d Prof
   - Emeritus Named Professor
   - Emeritus Professor
   - Emeritus Research Assoc Prof
   - Emeritus Research Professor
   - Emeritus Teaching Assoc Prof
   - Emeritus Teaching Professor
   - Emeritus USDA Prof
   - Emrtus Disting’d Univ Prof
   - Emrtus Nmd Disting’d Univ Prof

6. Adjunct Faculty
   to be listed in Alphabetical order
   - Adjunct Assoc Professor
   - Adjunct Asst Professor
   - Adjunct Lecturer
   - Adjunct Professor
   - Adjunct Research Assistant Pro

Titles Excluded:
- Visiting Professor
- Visiting Research Professor
- Visiting Asst Professor

Any additions or deletions that are submitted by page owners will be rolled back. However, page owners will have the ability to add research areas. To add research areas to the faculty lists, select the “Faculty List” button on the editing toolbar. The following window will pop-up:

![Faculty List window](image)

Double-click the faculty member’s name, and the following window will pop-up:

![Edit Faculty window](image)

Make changes accordingly and select “OK” on both the “Edit Faculty” and “Faculty List” screens.

Note:
Once all the changes are made, be sure to click “OK” on the Faculty List screen. Pressing “Cancel” will undo all the changes previously made to all faculty changes.
“Courses” Tab

The courses tab is a listing of all the courses with course prefixes associated with the program. For example, the Educational Leadership, Policy and Human Development program lists ELP courses, as shown below:

Educational Leadership, Policy and Human Development

Courses

ELP 515 Education and Social Diversity (3 credit hours)
Overview of role of education within a culturally diverse society. Major attention to racial, socioeconomic and regional subpopulations. Issues discussed include subcultural influences on public school performance, equality of educational opportunity, social stratification and mobility, and the impact of schooling on intergroup relations.
Typically offered in Fall only

ELP 518 Introduction To Education Law (3 credit hours)
Relationship of constitutional, statutory and case law to elementary and secondary public schools, particularly in areas of students, teachers and liability. Particular emphasis on N.C. and federal

These courses with their corresponding course information are being pulled automatically from Student Information Systems (SIS) and cannot manually be edited in CAT. If you see any changes that need to be made to a course number, title, credit hours, description, prerequisites, and term offering, these will need to be requested through Course Inventory Management (CIM). If you would like other course prefixes listed on this page, or have any questions about missing or discontinued courses, please email grad-curriculum@ncsu.edu.
Plan / Subplan Pages

The Plan and Subplan pages of the catalog are the “child” pages of Program Pages. You will notice them listed on the sidebar navigation links as such:

Plan and Subplan pages are built to hold the following information:

- “Overview” tab (specific to Certificate pages)
- “Degree Requirements” / “Plan Requirements” tab
- “Faculty” tab
- “Career Opportunities” tab

“Overview” Tab

“Overview” tabs are not utilized at the Degree-levels, but may be utilized for Certificates, as shown below:

To make changes to the “Overview” tab, you can follow the same process for the Program Overview.

Note

Only official concentrations are listed with their own catalog pages. All unofficial tracks, specializations, and options can be listed on the traditional degree program page with approval of the Graduate School.
“Degree Requirements” / “Plan Requirements” Tab
Content on the “Degree Requirements” tab is pulled from Course Inventory Management for Programs (CIM Programs). Some of the more specialized subplans, for example “PSM”, “ABM”, “Joint”, &c. have existing, or hidden tabs labelled different from “Degree Requirements” on the main plan pages.

Any changes to this page will need to be requested through CIM Programs and follow the approval routing accordingly. For any questions regarding this content, email grad-curriculum@ncsu.edu.

“Faculty” Tab
Faculty Lists on the plan pages are typically “borrowed” from the program page, meaning, the content is copied from the program pages and updated accordingly when the program faculty pages are updated.

If you have any questions about these lists, or if any are out of sync with the program page, please contact gfac-nominations@ncsu.edu.
“Career Opportunities” Tab
There is currently no existing content on the “Career Opportunities” tab, however, programs are encouraged to utilize and maintain this tab at their discretion.

To add content to this page, select the “Career Opportunities” tab in the editing toolbar:

The following window will pop-up:

Once the content is filled in, select “OK”.
Submitting Pages for Approval & Publishing

Once all page edits are done across all the tabs, you will need to submit each page for GS CAT Reviewer approval. You can do so by selecting the “Start Workflow” button at the bottom-right corner of the edit screen, as shown below:

If you need the page returned after submitting to workflow or have questions about a page once it has been submitted, please contact grad-curriculum@ncsu.edu.