**Annual Production Schedule**

**Step 1**
Dept/School Editors

By March 15

Login:
https://nextcatalog.unc.edu/

Navigate to your dept/school Catalog page(s). When all edits are completed, Start Workflow.

Role Name Example:
AMST CAT Editor

**Step 2**
Dept/School Approvers

By March 31

Use link in the email notification or Login and select Your Role:
https://nextcatalog.unc.edu/courseleaf/approve/

Make additional edits, rollback to dept/school editors, or Approve Catalog page(s).

Role Name Example:
SOE CAT Approver

**Step 3**
OUC & Graduate School Editors

By April 15

Use link in the email notification or Login and select Your Role:
https://nextcatalog.unc.edu/courseleaf/approve/

Make additional edits, rollback to dept/school editors, or Approve Catalog page(s).

Role Name Example:
CAT UGRD Editor

**Step 4**
Catalog Editor (Registrar)

By May 15

Reviews all Catalog edits.

Publish to live site by June 1:
https://catalog.unc.edu/

Role Name:
CAT Editor

Additional Resources: https://registrar.unc.edu/courses/catalog/