Annual Production Schedule

Step 1
Dept/School Editors

Step 2
Dept/School Approvers

Step 3
OUC & Graduate School Editors

Step 4
Catalog Editor (Registrar)

By March 15

By March 31

By April 15

By May 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

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

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

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/