Catalog Editing Instructions

1. For departments, programs, majors, concentrations, and pre-professional preparation/pre-professional programs, go to https://nextcatalog.stolaf.edu;

2. If your catalog copy appears under the Campus Life section of the catalog, go to the shared page at https://nextcatalog.stolaf.edu/shared/

3. Log in with your St. Olaf username and password.

4. Navigate to the section you are authorized to edit.

5. Click the "Edit Page" logo at the top of the screen to reveal the author toolbar.

6. Click the tab that has information you want to edit, click on the pencil, and make edits as desired. Please note:
   a. You are not able to make changes to the "Faculty" tab. We update faculty listings in consultation with the Dean of the College's Office
   b. If you wish to make changes to course titles or course descriptions, please send them to johnsons@stolaf.edu or rogers23@stolaf.edu
   c. Revisions to major, emphasis, and concentration requirements must be approved by the Curriculum Committee and the faculty before they can be entered on the "Requirements" tab. Revisions are handled through the online course management system, which can be accessed within the requirements tab of your catalog copy. If you have questions, please let us know.

7. Tip: if you have not already done so, we strongly recommend adding keywords to make our catalog search function more robust. To add keywords, click on "Set Up" on the "Edit Page" toolbar and add words that catalog users are likely to search for (separate words/terms with a comma).

8. When you have finished updating your catalog copy, click the green Start Workflow button in the lower right.

9. If you discover that you clicked the Workflow button too soon, just contact Stephanie Johnson (x3014; email johnsons@stolaf.edu), and she will roll back the process so that you can make additional edits.