Catalog Editing Instructions - 2025-26

1. For departments, programs majors, and concentrations, go to https://nextcatalog.stolaf.edu
2. Log in with your St. Olaf username and password
3. Navigate to the section of the catalog you are authorized to edit
4. Click the "Edit Page" icon at the top left side of the screen to reveal the author toolbar and edit pencils near the page body
5. Click the tab that has information you want to edit, click on the pencil icon, and make edits as desired. If you are editing academic department pages, please note:
   a. Overview tab - editable by page owners. Please use the pencil icon.
   b. Requirements tab - only certain parts of this tab are editable.
      i. Revisions to major, emphasis, and concentration requirements must be approved by the Curriculum Committee and the faculty before they can be entered in the Requirements tab.
      ii. Revisions are handled through the CourseLeaf online course management system. Registrar staff will make these changes; please let us know if you have any questions.
   c. Courses tab - these listings can be grouped or rearranged. Otherwise, they are edited only by staff.
      i. Revisions to courses must be approved by the Curriculum Committee and the faculty before they can be updated on the Courses tab.
      ii. If minor changes to course titles or course descriptions are desired, please send them to johnsons@stolaf.edu or albers4@stolaf.edu
   d. Faculty tab - Only staff administrators are able to make changes to the "Faculty" tab. Faculty listings are updated by registrar office staff in consultation with the Dean of the College's Office.
      i. It is helpful and should be proofed by chairs/directors. Please note if changes should be made on this page if an instructor's information is incorrect, is missing, or should not be on the page. Registrar office staff will make those updates.
   e. Plan of Study tab (majors only) - Registrar's office staff will be updating this tab if chairs/directors are unable but we ask that the page be proofed for accuracy.
6. Tip: **Please consider adding "keywords"** to make the catalog search function more robust. To add keywords, click on the "Edit Page" in the top left side of the screen, then click "Set Up" along the top toolbar and add words that catalog users are likely to search for in the keywords box. Separate words or terms with a comma.
7. After the catalog copy has been edited (or proofed with no changes necessary), **click the "Start Workflow"** button in the lower right corner of the screen.
8. If the "Start Workflow" button has been clicked but additional changes need to be made, contact Heidi Albers (x3270) at albers4@stolaf.edu to have the page rolled back so that additional edits can be made.