

# Catalog Stages

The Catalog process has three distinct stages and deadlines:

- **Stage 1 - Open Edit**
  - May 1 - Mar 31 (subject to change, contact Admin for final dates)
  - Editors may update catalog content (degrees and pages) for **next academic year**
  - Editors **may not publish** those changes
    - See Stage 3
- **Stage 2 - Manager Final Review**
  - April 1 - April 15 (subject to change, contact Admin for final dates)
  - Editors **may not** make further updates ([see below](#))
  - Managers perform final reviews, make necessary edits, and approve all content in their respective areas
- **Stage 3 - Admin Final Review and Publication**
  - April 16 - April 30
  - Editors **may not** make updates ([see below](#))
  - Managers **may not** make updates ([see below](#))
  - Admin performs final review of all content and publishes catalog
- **Return to Stage 1**
  - Editors may again update catalog content (for next academic year)



## IMPORTANT: LATE CHANGE FEE

Any changes desired after Stage 2 must be approved by the Catalog Admin (the Registrar). If approved, the affected department will be **charged a fee of \$100/hr**, with a 2-hr. minimum, to make the changes.

- ***But it's all digital now, so it can be fixed/changed at any time!***  
True, but the catalog is the University's annual contract with students, and should therefore not change except under the most extreme circumstances, to ensure the reliability of that contract.