



# LILYPAD UNIVERSITY

Use Chrome, Safari, or Firefox to go to  
<https://nextcatalog.walsh.edu>

# Walk the CAT with CIM

## *CourseLeaf CAT Overview*

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# What Is CAT

- Collects edits to your catalog
- Sends pages through appropriate workflow
- Holds approved content from your curriculum process
- Displays course information
- Publishes your catalog

# What Is CIM

- Collects edits to your courses and programs
- Send proposals through workflow
- Feeds approved content to the catalog

# Walk the CAT: Client Pages

- Corporate Website: [www.courseleaf.com](http://www.courseleaf.com)

# Where Do I...

- Edit Non-curricular content (contact info, etc.) – CAT
- Edit Degree requirements – CIM Programs (/programadmin)
- Edit Plan of study – CIM Programs (/programadmin)
- Edit Admission requirements – CIM Programs (/programadmin)
- Edit Student Learning Outcomes – CIM Programs (/programadmin)
- Edit Courses – CIM Courses (/courseadmin)
- New Courses – CIM Courses (/courseadmin)
- Propose new subject code and other items – CIM Misc (/miscadmin)
- Propose New Program – CIM New Program Business Plan (/prospectusadmin), then CIM Programs (contact SCHEVliaisons@vcu.edu)

# Process for Adding Program

- Complete Prospectus form (/prospectusadmin)
- Prospectus is approved
- Complete Course form (/courseadmin) for each new course
- All Courses are approved
- Complete Program form (/programadmin) to include new courses

# Questions

- [bulletin@vcu.edu](mailto:bulletin@vcu.edu)
- [SCHEVliaisons@vcu.edu](mailto:SCHEVliaisons@vcu.edu)
- Register for additional training or workshop sessions at <http://go.vcu.edu/cimtraining>