PART 1 – CATALOG CHANGE BASICS

The Online catalog change module can be accessed at the following URL:
http://www.uta.edu/ra/real/loginscreen.php?view=12

- Enter your NetID and password (This is the same username and password that you use to login to your desktop or check your UTA email everyday). If you have problems logging in please use the Forgot Password link for help.

- Upon successful login you will be directed to the Catalog System home page. The Catalog System home page consists of requests which require attention. The home page also consists of navigation menu to Catalog, Course and Faculty request pages. Click on Graduate Catalog link to access the graduate catalog request page.

<table>
<thead>
<tr>
<th>Department</th>
<th>Page</th>
<th>Submitted</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing</td>
<td>Marketing</td>
<td>Not Submitted - Vitalant Narash Janaia</td>
<td>Saved</td>
<td>View</td>
</tr>
<tr>
<td>College of Education and Health Professions</td>
<td>College of Education and Health Professions</td>
<td>Not Submitted - Vitalant Narash Janaia</td>
<td>Saved</td>
<td>View</td>
</tr>
<tr>
<td>Curriculum &amp; Instruction</td>
<td>Curriculum and Instruction</td>
<td>10/15/2010 - Vitalant Narash Janaia</td>
<td>Routed</td>
<td>View</td>
</tr>
</tbody>
</table>

- Graduate Catalog – This section consists of the saved or submitted catalog change requests for your department.

- Requests for Review – This section consists of any graduate catalog change requests that are awaiting review and electronic approval from you.

<table>
<thead>
<tr>
<th>Catalog Page</th>
<th>Started</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science and Engineering</td>
<td>Matthew Virgil - 10/26/2010</td>
<td>Routed</td>
<td>Review</td>
</tr>
<tr>
<td>Enrolled</td>
<td>Raymond L. Jackson (Waiting) → Grad Joven (Waiting)</td>
<td>Routed</td>
<td>Review</td>
</tr>
</tbody>
</table>

- Routed requests – This section consists of the graduate catalog change requests from your department that are routed for approval. This section is visible to everyone belonging to your department.

- Completed Requests - This section consists of the graduate catalog change requests from your department that are completed and approved. This section is visible to everyone belonging to your department.

Tip: Clicking on the icon in the first column in the above sections would give an expanded view of the status of the catalog change request.
The following diagram illustrates the different stages of an online graduate catalog change request:

- **Save**: In this stage the graduate catalog change is still editable by the Form Initiator.
- **Submit**: In this stage the graduate catalog change is submitted and can no longer be edited.
- **Routed**: Once the graduate catalog change is submitted by the Department Chair, it is routed for approval to the Associate Dean of Graduate School.
- **Wait for required approvals**: The routing and approval proceeds in the following order: Department chair -> Associate Dean of Graduate School.
- **Completed**: The graduate catalog change has acquired all the approvals and is ready to go online.
- **Returned**: A graduate catalog change can be returned to the Form Initiator at any of the above stages. As a result, it goes back to the first stage and would go through the entire cycle again after the requested changes are made.

**PART 2 – CREATE, SUBMIT & TRACK A CATALOG CHANGE REQUEST**

- **Create a New Change Request** – To initiate a catalog change for a Graduate catalog, click on “Start a new Graduate Catalog Change request”

The system displays all the catalogs accessible to the user.

**Initiate a Change Request** - Click on initiate change request to start the new changes for the respective catalog.

Enter the information on the Form. Some of the features available while entering the information are outlined below

- **Return to previous page** – Return to the previous page without saving the catalog change.
- **Save for later** – Save the catalog change and return to the previous page.
- **Submit Form** – Submit the catalog change for review
- **Delete Request** – Discard the current request.

Proceed to the next step by submitting the graduate catalog change (Once submitted, a catalog change is no longer editable).

You can now track the progress of your catalog change in the activity page.
PART 3 – REVIEW, APPROVE, RETURN A CATALOG CHANGE REQUEST

If there is a catalog change request pending your review, you will receive an email in your UTA email account. Use the link provided in the email or go to: http://www.uta.edu/ra/real/loginscreen.php?view=12

Click on the Review link located next to the graduate catalog change request with status Pending. This will open the form preview where you can see the highlighted changes and Approve/Return the form by selecting one of the radio button and click on submit as show below.

If you have questions about how to use the Online Graduate Catalog / Course Inventory System or any questions concerning technical issues, please send an email to the Graduate School Web Team at gradweb@uta.edu.