

Table of Contents

What is the Catalog Editing Timeline?	2
What is the Workflow?	3
Where can I track the workflow?	3
How do I find my role?	4
How Do I Know When It's My Turn to Make Edits?	5
What is the Next Catalog Editor?	6
What is the CourseLeaf Editor/Approver?	6
How to Navigate the CourseLeaf Editor/Approver	6
My Queue	6
Page Workflow	7
Editor Window	8
What am I Allowed to Edit?	9
Why can't I edit a part of this page?	9
How Do I Push Forward/Approve a Page?	10
What if We Have No Edits to Make?	10

What is the Catalog Editing Timeline?

Part 1: Updating the Contact Lists - Typically September

1. Registrar will send out a complete list of catalog pages and their workflows to CLAS Course Coordinators (CCs)
2. CLAS CCs will send this workflow list to everyone who is listed, asking for any changes/updates/etc.
3. CLAS CC's send updated list of workflow contacts to Registrar's Office – the RO then updates the workflow contacts in the catalog system

Part 2: Initial Catalog Edits – Typically mid-end of October

1. After workflow contacts are updated, the RO sends all CLAS catalog pages to the CLAS CCs. This is when the pages are in the CLAS Initiator workflow role.
2. CLAS CCs will review each catalog page and make any initial edits that are required. (Sometimes this is a change made to every course across the board, sometimes this is specific to a certain page)
3. CLAS CC's will “push” the pages from the first step (CLAS Initiator) to the next step. (See information on understanding catalog workflow)

Part 3: Departments Edit – Typically end of October – beginning of December

1. When CLAS CC's send pages to the first department step of the workflow, the person(s) listed as contact(s) for that step will receive an email. (See Catalog Email for details).
2. Departments/programs then have until the listed deadline to make edits and push the pages through their workflows. *
 - a. Some departments have only one workflow step/editor, and some have multiple. You can check this in the Master Log
3. Departments/programs need to make sure their catalog pages are through all their workflow steps and back to CLAS Final Review by the listed deadline

* See [What am I allowed to edit?](#) for information on what parts of the catalog pages department editors have access to, and why

Part 4: Final Review of Pages – Typically beginning of December – mid January

1. CLAS CC's will double check that all catalog pages have come back to the CLAS Final Review workflow step and send warning emails to anyone who still has catalog pages in their queue

2. CLAS CCs will then review all catalog pages again and make any final edits before sending the pages back to the Registrar's Office for processing.

What is the Workflow?

The CourseLeaf Catalog system is set up so that catalog pages can be automatically “pushed” from one editor to another – eliminating the need to upload and download page files and track changes to make edits.

The catalog workflow will always start with the Course Coordinators (CC's) – in the CLAS Initiator step. When the CC's send the pages to departments/programs, this sends the pages to whomever is listed under workflow “step 2”.

CLAS CC's track all workflow steps and contacts in the [Master Log](#). Note that there are two columns for each workflow step:

G	H
Workflow Step 2 - Role	Workflow Step 2 - Contact
CLAS Final Review	Sarah/Mika

The first column indicates the title or “Role” that is listed for the workflow step, and the second column lists the name(s) of those who are in that role. When a catalog page is pushed to the next role, the people listed in that role will receive the notification email.

Where can I track the workflow?

There are 3 places you can use to determine where a page is in its workflow:

1. Follow the workflow steps in the Master Log – if you know who has the page currently, you can see which workflow step the page is in
2. In the [Next Catalog editor](#), you can see the entire workflow listed on the bottom of the page, after clicking “Edit Page” at the top. Additionally, the bottom right corner will tell you which step the page is in now. Where it says “Next”, whichever step is listed is the current step. In the image below, the page is currently in the CLAS Final Review step. Clicking the blue hyperlinked “Workflow” will open a new tab with information about who is listed for each workflow step.

Page Owner(s): CU Denver Registrar Workflow: CLAS Initiator, CU Denver Sociology Grad Director, CU Denver Sociology Dept Chair, CLAS Final Review, CU Denver Catalog, CLAS Final Review fyi	in the form of norms, laws, and social sanctions. systems maintain and reproduce social inequalities.
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3. On the [CourseLeaf editor/approver](#) site, you can view the workflow on the bottom left side of the page, under “Workflow”. The current workflow step will be the first step listed under “Pending.” The example below is in the CLAS Initiator step and has yet to be sent to department editors.

Workflow

UPDATE

COMPLETED:

Sarah Beal

PENDING:

CLAS Initiator, CU Denver Ethnic Studies, CLAS Final Review, CU Denver Catalog, CLAS Final Review fyi

How do I find my role?


You can find your role using the [Master Log](#). Simply search for your name or department using the filters on the columns. You can also search for your name in the Contact List tab.

Additionally, see #2 under [Where can I track the workflow](#). Clicking the blue hyperlinked “Workflow” at the bottom of the page will open a tab with the list of all contacts in a page’s workflow list.

How Do I Know When It's My Turn to Make Edits?

Once a catalog page is in your workflow step, you will receive an email from **CU Denver and CU Anschutz Catalog and Curriculum Teams** <ucdenver@notify.courseleaf.com>. The email will look something like this:

ACTION NEEDED: [Catalog] Review Request(s): in CLAS Final Review for **Physics**, BS

 CU Denver and CU Anschutz Catalog and Curriculum Teams <ucdenver@notify.courseleaf.com>
To: CLAS.Catalog@ucdenver.edu
We removed extra line breaks from this message.

 Thu 12/7/2023 11:36 AM

[External Email - Use Caution]

Hello clas.catalog,

The following catalog page has pending changes for your review

<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnextcatalog.ucdenver.edu%2Fcu-denver%2Fundergraduate%2Fschoools-colleges-departments%2Fcollege-liberal-arts-sciences%2Fphysics-bs%2Findex.html&data=05%7C02%7CCLAS.Courses%40ucdenver.edu%7Cc02eeca2d1146aa374608dbf7535876%7C563337caa517421aaae01aa5b414fd7f%7C0%7C638375709578011824%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAilCjQlIjoiV2luMzIiLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C&sdata=8KrMHZ39aqlkohr0%2BFPPaUafWrMlrlFUHWYRHyrhHl%3D&reserved=0>

Please visit the Pages Pending Approval queue:

<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnextcatalog.ucdenver.edu%2Fcourseleaf%2Fapprove%2F%3Frole%3DCLAS%2520Final%2520Review&data=05%7C02%7CCLAS.Courses%40ucdenver.edu%7Cc02eeca2d1146aa374608dbf7535876%7C563337caa517421aaae01aa5b414fd7f%7C0%7C638375709578168072%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAilCjQlIjoiV2luMzIiLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C&sdata=79i1QFYae0kvSI4zOKObACT7XPhn0iF0rFdbDAxtCel%3D&reserved=0>

to review pages and provide your feedback.

For questions or information regarding this email, please reply to this email (catalog@ucdenver.edu) for CU Denver Catalog Items or Registrar@cuanschutz.edu for CU Anschutz Catalog Items.

Thank you.

-- CU Denver and CU Anschutz Catalog Editing Teams

Notice that there are two links in this email.

1. The first link goes to the **Next Catalog Catalog Editor**. This is an editing page that resembles exactly what the catalog page will look like when published. You can make edits here and save them, but you will not be able to push the page further along in the workflow from this link.
2. The second link goes to the **CourseLeaf Editor and Approver**. From this page, you can make all the same edits as you could in the Next Catalog Editor, and this is the page you will use to “push” your catalog pages to the next steps.

What is the Next Catalog Editor?

The Next Catalog Editor (the first link in the notification email) is an editor only – no approvals can be made on this page.

To start editing, click the “Edit Page” button at the top of the page. For more details on how to make edits, see the [Registrar’s Catalog Training Guide](#).



What is the CourseLeaf Editor/Approver?

The CourseLeaf Editor/Approver (the second link in the notification email) is both an editor – you can make all the same edits on this page as you can in the Next Catalog Editor, as well as the approval page.

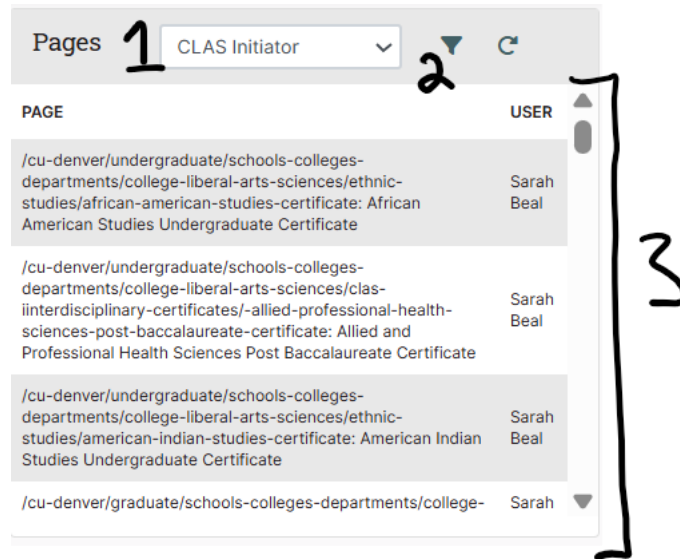
Use the approval queue to see all pages in your queue, and when you are **completely finished** making edits, and ready to send the page to the next step in the workflow, you can click the green Approve button, which pushes the page along to the next person in the workflow.

For detailed information on how to use the CourseLeaf Editor/Approver, please see the [Registrar’s Catalog Training Guide](#). *Note that CourseLeaf was updated in 2025 and the interface from 2025 forward is different than previous years. The RO’s training guide does not contain updated screenshots from after the 2025 update. See below for a basic walkthrough of the CourseLeaf interface.*

How to Navigate the CourseLeaf Editor/Approver

My Queue

Many catalog approvers have more than one page to review, but regardless of how many pages you need to review, they will all appear in your “Queue.” The queue is your list of pages and will appear in the top left corner of the CourseLeaf interface.



1. The dropdown menu allows you to select your role. Catalog pages are stored under the workflow roles (listed in the [Catalog Master Log](#)) and not under your name. If your pages are not appearing, and your name is listed at the top of the queue, use the dropdown menu to find your workflow role, and your pages should appear. *Pages will only appear when they are in your workflow step.*
2. The filter button will allow you to filter your list of pages. This is useful if you have a very long queue and want to easily find a certain page/pages without scrolling your queue list.
3. All pages currently in your workflow role will appear in the page list. Click on a page to see it appear in the editor window. The page you are viewing will appear highlighted in a blueish-grey color.

Page Workflow

Your page workflow (on the bottom left of the page) will show you which steps have been completed, and which are still pending. The role at the beginning of the “Pending” list is the role that a page is currently sitting in.

Workflow
UPDATE

COMPLETED:

Sarah Beal

PENDING:

CLAS Initiator, CU Denver Ethnic Studies, CLAS Final Review, CU Denver Catalog, CLAS Final Review fyi

Editor Window

Page Review 2

VIEW CHANGES BY:
All Changes

HIDE CHANGES

NEXT STEPS 1
EDIT ROLLBACK APPROVE

University of Colorado Denver | Anschutz Medical Campus

Webmail UCD Access Canvas Quick Links

2026-2027 Academic Catalog

Home CU Denver Undergraduate Catalog CU Denver Graduate Catalog CU Anschutz Catalog Programs A-Z Courses A-Z

Home > CU Denver > Undergraduate > Schools, Colleges, and Departments > College of Liberal Arts & Sciences > Ethnic Studies > African American Studies Undergraduate Certificate

CU Denver

About the Catalog and Archive Information

About CU Denver

Undergraduate

Admissions

Student Finances

Tuition Classification

Records and Registration

African American Studies Undergraduate Certificate

Overview Degree Requirements Student Learning Outcomes

Introduction

Please click [here](#) to see the Ethnic Studies department information.

African American Studies is a multidisciplinary and interdisciplinary field examining the histories, cultures, and political and social engagements of people of African descent in the United States. Courses offered through the African American Studies certificate program encourage students to explore a broad range of historical and contemporary issues impacting native-born African Americans as well as African, Caribbean, and Afro-Latin American immigrants to the USA. Our courses address transformations in the social, political, gender, sexual, religious, and ethnic identities of people of African descent; meanings of race and family; social justice movements and activism; literature and cultural expression; and the nature of diaspora in the Black experience.

African American studies is the cornerstone discipline of Ethnic Studies, both in the history of our university and in the larger movement for inclusive educational frameworks in the United States. As a field, it has developed a tradition that weds incisive critical thinking, creative problem solving and a commitment to applied approaches that benefit the larger society beyond the walls of the university.

An African American Studies certificate prepares students to work with racially and ethnically diverse communities in the United States or abroad in a wide variety of careers, including teaching, higher education administration, community organizing,

1. The Editor window is the main portion of your screen. At the top right are the Edit (blue pencil), Rollback (red undo) and Approve (green check) buttons.
 - a. To edit a page, you'll need to first click the blue edit button, which will bring up your editing options. To edit an Overview page, click the "Page Body" pencil. Department catalog editors will not be able to edit the Degree Requirements page (see [What am I allowed to Edit](#)).
 - b. The Rollback (red button) allows you to send a page backwards in the workflow. This is useful when a page is accidentally pushed forward before it is ready. Clicking the rollback button will allow you to select which role to send the page backwards to. You'll need to add a reason for the rollback before you are able to roll the page backwards.
 - c. The Approve button will send the page forward to the next step in the workflow. **This is NOT a save button!** To save your edits to a page, you would click the green "ok" at the bottom of your editor page.
2. The Page Review buttons allow you to gain more info about your page.
 - a. You can print the page (or more useful – to save the page as a PDF). This is helpful if you'd like to send an image/example of the page to someone who doesn't have access to the CourseLeaf editor.

- b. The Information button will open a tab with general info about the page, its editing status, workflow, etc.

What am I Allowed to Edit?

Department/program catalog editors are allowed to edit the following:

1. On your **main department pages**, you may edit the **Overview** and **Faculty** tabs
2. On each **program page** (degrees, certificates, minors, etc.), you may edit the **Overview** tab. You may also request that we (CLAS coordinators) **make changes to your elective lists**, without needing to go through EPCC.

Department/program editors are not allowed to edit the following:

1. Any other tabs in the catalog are off limits for editing. During CLAS Final Review, CLAS Coordinators will deny any changes made to tabs that are not explicitly listed above.
 - a. Changes to the **Courses** tab on a department's main page are connected to changes made to courses, which must be approved by EPCC
 - b. Changes made to the **Degree Requirements** tab on program pages are connected to program and/or course changes, and those must be approved by EPCC as well.
2. If you have any questions or doubts about which tabs you are/aren't allowed to edit, please reach out to CLAS.courses@ucdenver.edu.

Why can't I edit a part of this page?

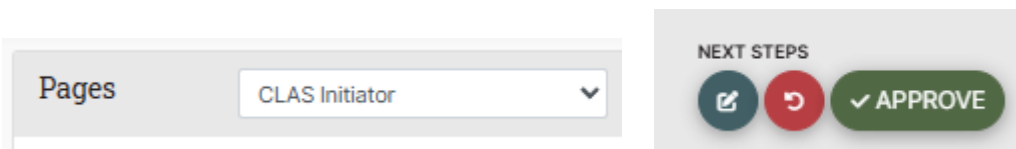
You'll note that all off-limits tabs are usually surrounded by a **blue box**, which won't allow you to make edits. These pages cannot be edited, because they require editing in the Course Inventory Management – which is only accessible by Course and Curriculum Coordinators.

Furthermore, any pages surrounded by a **blue box** are pages that 90% of the time, will require EPCC approval before changes can be made. To submit changes to EPCC for approval, please visit the [EPCC website](#).

How Do I Push Forward/Approve a Page?

To push forward/approve a page:

1. Log into CourseLeaf - <https://nextcatalog.ucdenver.edu/courseleaf/approve/#> or click on the **second link** in your notification email to take you to the CourseLeaf Editor/Approver.
2. Find your role (see [How do I find my Role](#) if you don't know what your role title is) from the "Your Role" dropdown in the top left corner
3. Click on one of the pages in the queue box
4. Click the green Approve button on the top right side of the page.
5. Repeat for the other catalog pages



What if We Have No Edits to Make?

If you have no edits to make, simply visit the CourseLeaf Editor/Approver page, and follow the instructions in [How do I push forward/approve a page](#) to move the page to the next step of the workflow.