Working in CourseLeaf CAT
## A Step-by-Step Guide for YCPS

Yearly Update of Departmental Program Overview, Faculty Roster, First-Year Overview

- Review and update departmental information in CourseLeaf CAT.
- If you anticipate changes to your major, notify the Committee on Majors as soon as possible (today).
- The program overview is the contract between the department and the student and cannot change after the initial online launch of the YCPS.
- If you do not anticipate any changes to your major, review and submit your information as soon as possible (today!)

1. Go to the CourseLeaf approvals page: https://next.catalog.yale.edu/courseleaf/approve.
   You will be required to log in via CAS.

2. Select your role (AFAM DUS, BENG DUS, etc.) from the "Your Role" dropdown box to open your queue of pending approvals. If your role does not appear in the dropdown box, nothing is awaiting your approval.
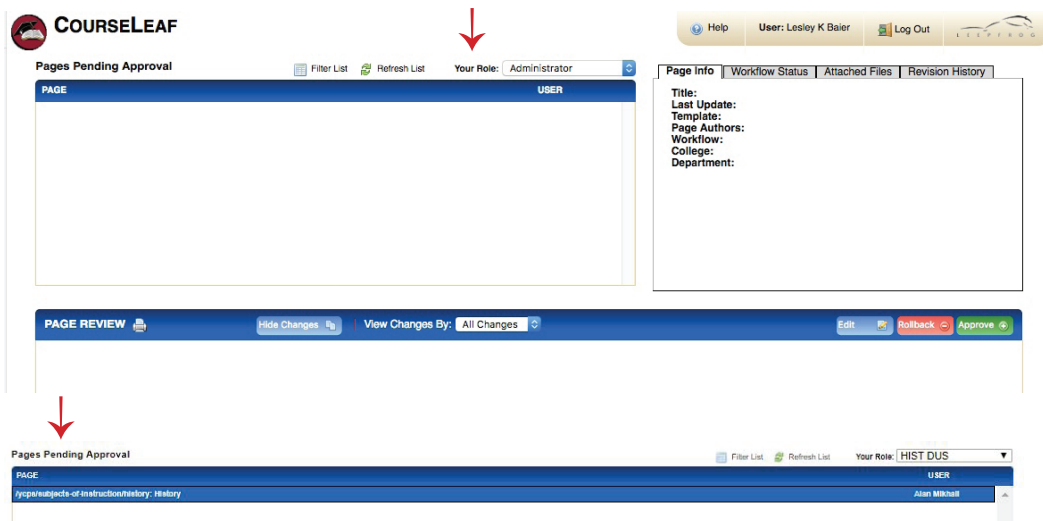
3. Select "ycps/subjects-of-instruction/your department" from the list of pending pages. From this page, you will need to edit 3 tabs: Overview, Faculty, First-Years. (The Courses tab is not edited now).

4. Click the blue "Edit" button. A yellow toolbar will open; use the small blue left/right arrows on the right of this toolbar to scroll left and right to find the pencil icons to open editing windows for "Page Body," "Faculty," and "First-Years." Clicking on each of these opens a new editing window in which you can type changes to the text. Click OK at the bottom of this window to save your changes and close the editing window.
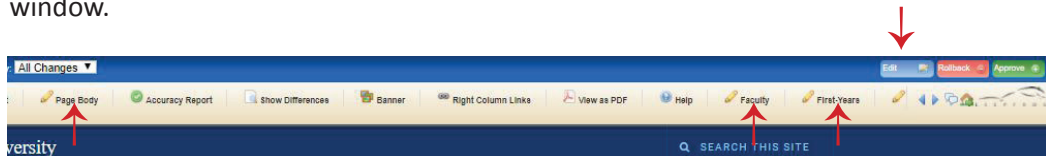
- You can return to these pages and continue editing (up until you click Approve).
- The faculty roster may be updated throughout the year by e-mailing courseleaf@yale.edu.

5. Once you have finished updating all three tabs, click "Approve."
   Late changes need to be requested by e-mail to courseleaf@yale.edu.