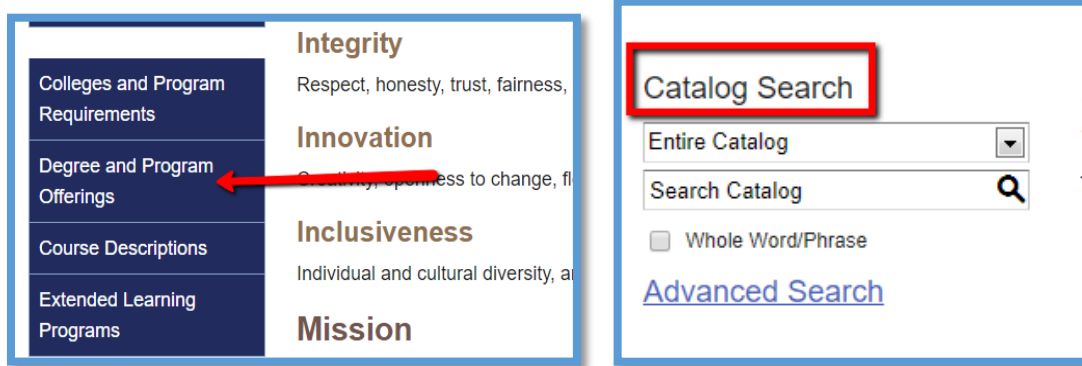


## How to Submit Catalog Changes

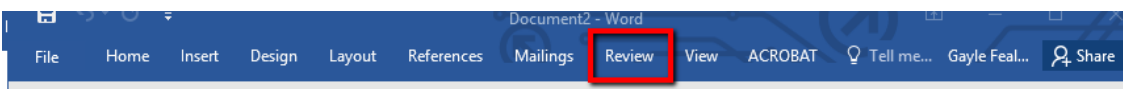
1. Go to <http://catalog.csusm.edu/>
2. **Navigate to your Programs**, using the **Menu Bar** or **Search Function**



3. **Open a new Word document**
4. **On the catalog page, select the text of your program, then “copy”**
5. **Paste** the text directly into your new Word document. (It’s ok if you keep the format as is.)
6. **Turn on the “Track Changes” function in Word.**  
This will show **any changes you have made**, without having to compare the ‘before’ and ‘after’ word per word:

### To turn on Track Changes in Word:

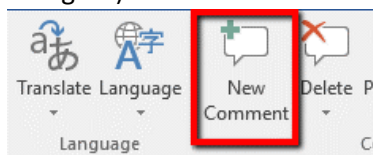
1. click on the “Review” tab:




2. From the “Tracking” dropdown, select “Track Changes”

7. **Make any edits, corrections.**

(Feel free to make additional explanatory comments within the Word doc using the **Comment function** in Track Changes. )



8. **Save your Word doc** as “yourlastname-discipline-catalog”, eg. “Smith-LTWR-catalog”

- **To submit with your P2: attach the document in the Files**  section in Curriculog **BEFORE** you make your final “Approve” decision to move it forward in the approval process.