

HOW TO EDIT DEGREE-GRANTING PAGES IN THE GSAS P&P

Review and update departmental faculty and program information in CourseLeaf CAT by the deadline set by the University Printer.

1. Go to the CourseLeaf Approval page. You will be required to log in via CAS.
2. Select your role from the “Your Role” dropdown box. (GSAS roles begin with “Grad” followed by a department’s subject abbreviation.)
3. Your page will appear under Page Review. 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 to the far right, where you will see “Faculty” and “Program” next to a pencil icon. Clicking on each of these opens a new editing window in which you can type changes to the text. When you are done, click OK at the bottom of the editing window to save your changes and close the window.
4. When you and your DGS have completed updating the Faculty and Program texts, click the green “Approve” button at the far right of the Page Review window. This sends the page to the next step in the Workflow. Once you click Approve, any additional changes will need to be requested by email to the Grad Bulletin editor, Steve Aitken (steve.aitken@yale.edu). But if you unintentionally clicked Approve before completing your review, email Steve, and he will roll the page back to you.
5. Please note that Courses are edited in CIM. You should begin gathering course information from your faculty and communicating with your colleagues about new courses that may have Grad numbers in multiple departments.