

Guide to Editing GT Catalog

Certain pages in the catalog that have designated page owners are able to be edited without having to be routed to the Institute Curriculum Committees, like program descriptions or overviews. When an edit is submitted, it is routed to the Registrar's Office's Curriculum team who reviews each submission and approves or denies. This guide shows how to make an edit on a page. Editors cannot modify program requirements or course pages. Those changes must be routed through the Institute Curriculum Governance process.

The editing phase of the Institute Catalog is open at the beginning of every spring. The Curriculum team will reach out to any assigned page owners at that time letting them know the editing phase has started along with the deadline for edits. Please keep in mind that the catalog is published on the first day of the summer term for the upcoming academic year.

 When you have found the pages you would like to edit, copy the URL into your search bar.

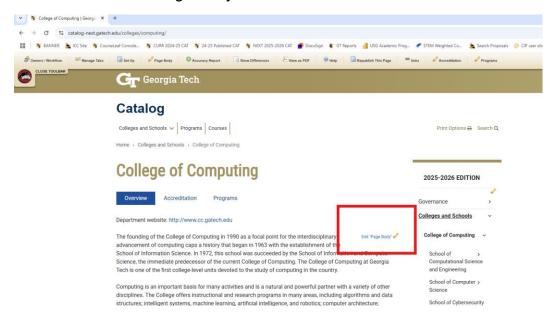
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2. Click on Edit Page icon. You may need to sign in.

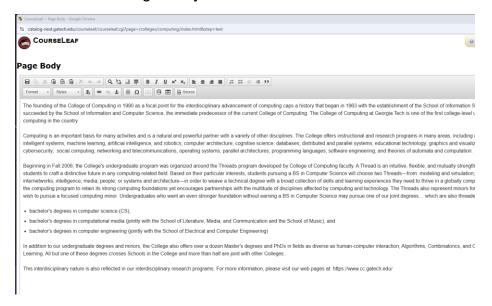


Last revised: 10/6/2025

3. Click on Edit Page Body.



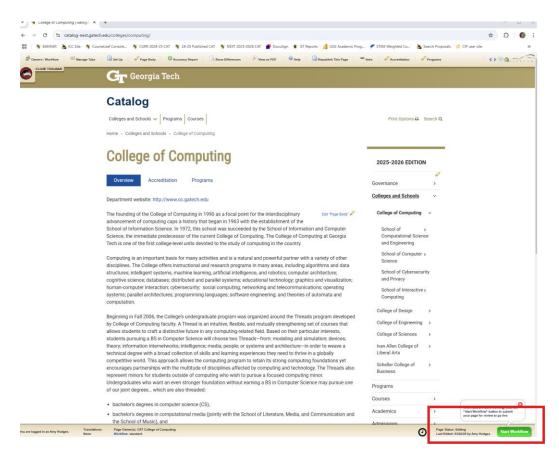
4. Use the Page Body Editor to make Edits. Click OK at the bottom of the window.



5. Once editing is complete, you will see edits on the page. You will then need to click Start Workflow (green button on bottom right) to send the page to the next step in the workflow (the Registrar's Office for final approval).

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Last revised: 10/6/2025



If you have any questions or issues, please contact <u>curriculum@registrar.gatech.edu</u>.