

Student Policies Update Procedures

The Student Policies catalog is published annually in electronic format only. All student policies page owners and approvers will be notified once it becomes available for edits.

Table of Contents

Navigating to Assigned Policies Pages.....	1
CourseLeaf Dashboard.....	1
Navigating CourseLeaf Next	2
Making Student Policies Edits	3
Approving Policies Pages	4
Contact Information	6

Navigating to Assigned Policies Pages

CourseLeaf Dashboard

Step 1: To edit student policies content or view policies pages assigned to you, navigate to the CourseLeaf Dashboard: <https://next.catalog.utsa.edu/admin/dashboard/>.

Step 2: Under the “Items” tab, you can use the “Types” drop-down menu to specify only the Student Policies pages assigned to you.



Step 3: You can then view the list of pages that have “not yet started,” meaning no edits have been made, “Modified, Workflow Not Started,” edits were made but not sent to the approval workflow, “Workflow Started, First Step” and “In Workflow,” or “Done.”

ITEMS WORKFLOW

Types Student Policies

52 Not Yet Started	30 Modified, Workflow Not Started	5 Workflow Started, First Step	10 In Workflow	3 Done
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Pages in Process: Modified, Workflow Not Started

Page Title	Page Type	Current User(s)	Last Activity
Academic Honesty	Edit Catalog Pages	Shae Large	Mar 4, 2025

Step 4: Clicking on a page title will open a new tab and take you directly to that page in the Student Policies catalog: <https://next.catalog.utsa.edu/policies/>.

Navigating CourseLeaf Next

Step 1: You can also navigate directly to the Student Policies catalog through the link <https://next.catalog.utsa.edu/policies/>.

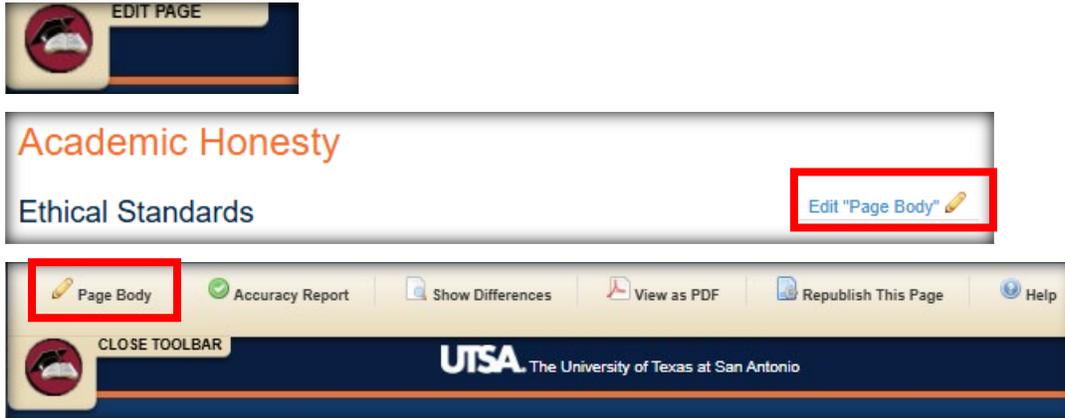
Step 2: Use the navigation menu on the left-side of the screen to navigate to your assigned area of the policies catalog.

Student Policies

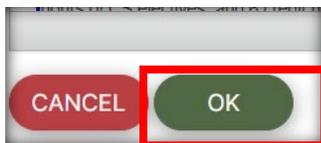
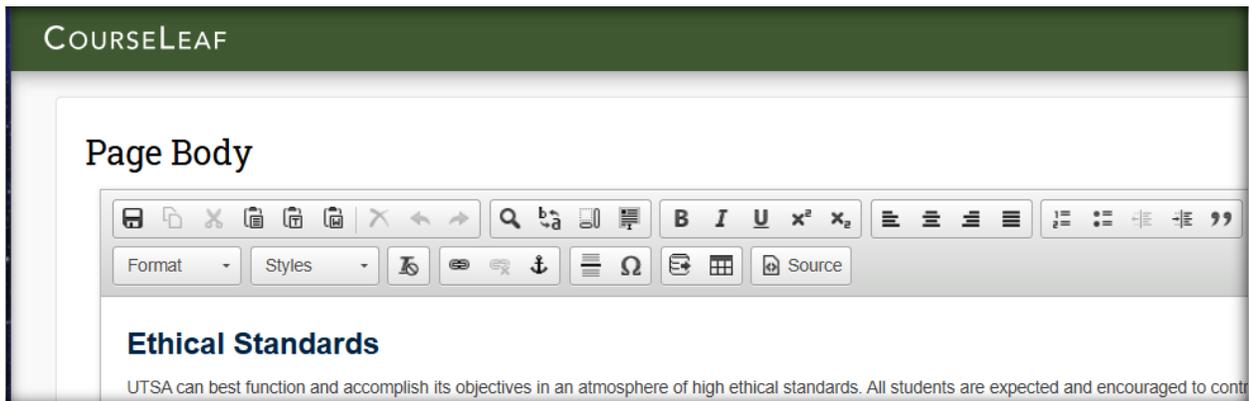
- › General Information
- › Calendars
- › Admission Policies
- › Tuition, Fees, Charges, Deposits, and Refunds
- › General Academic Regulations
- › Administrative Policies and Procedures
- › Veterans Assistance
- › Student Policies A-Z Index

Making Student Policies Edits

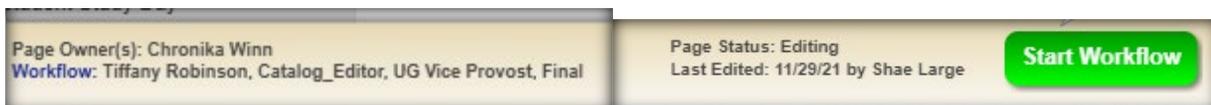
Step 1: After [navigating to your assigned policies page](#), select “Edit Page” from the top left side of the screen, then select “Edit “Page Body”” from the top right side of the page or the edit page toolbar.



Step 2: The CourseLeaf page editing window will pop up. Edit any applicable information. When complete select “OK.”



Step 3: After ALL changes have been made, select the “Start Workflow” button in the bottom right corner of the screen. The approval workflow and page owners are listed on the left side at the bottom of the page.



Approving Policies Pages

If you are assigned as an approver on a student policies page, you will receive an email from utsa@notify.courseleaf.com like the one below. The subject line will specify the role assigned to you for approving, or your name. The title of the page and a safe link to view the page in Approve Pages will be included in the contents of the email.

[EXTERNAL] [Catalog] Review Request(s): Catalog Editor

 CourseLeaf <utsa@notify.courseleaf.com>
To: CatalogEditor

Reply Reply All Forward

Tue 3/11/2025 12:20 PM

****EXTERNAL EMAIL****
This email originated outside of The University of Texas at San Antonio.
Please exercise caution when clicking on links or opening attachments.

CatalogEditor :

The 2025-26 catalog has pending changes for your review in CourseLeaf.
Please visit:
Student Code of Conduct
<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnext.catalog.utsa.edu%2Fcourseleaf%2Fapprove%2F%3Frole%3DCatalog%2520Editor&data=05%7C02%7CCatalogEditor%40utsa.edu%7C80789031215f49d43f2e08dd60c0eceb%7C3a228dfbc64744cb88357b20617fc906%7C0%7C0%7C638773103916781716%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMmIsIjF0IjoiTWVpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=RiBiplD68jef6iRLk%2F9WaFmq9wC0uZzMd68w%2BobRYUo%3D&reserved=0>
to review pages and approve or return to author.

Important: Use Firefox or Chrome browsers to access CourseLeaf (not Internet Explorer).

For questions or information regarding this email, please reply to CatalogEditor@utsa.edu.

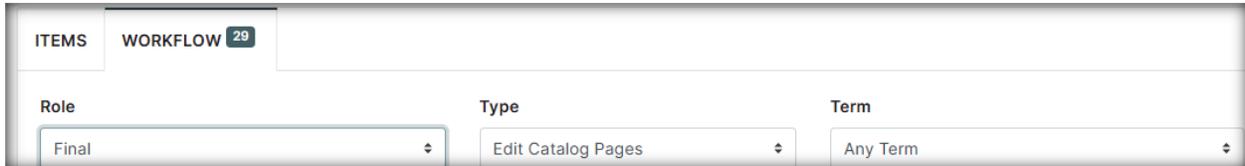
Thank you.

-- Catalog Editor, UTSA Office of the Registrar

Step 1: To approve a page in the workflow you may follow either of the three options below:

1. Click on the link from the notification email (screenshot above) this will take you directly to the Approve Pages site (<https://next.catalog.utsa.edu/courseleaf/approve/>) and auto-select the relevant approver role.
2. Navigate directly to Approve Pages (<https://next.catalog.utsa.edu/courseleaf/approve/>) and update the drop-down menu to the role listed in the email (screenshot above) if applicable.

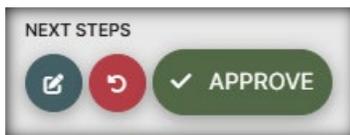
3. **Recommended:** Navigate to CourseLeaf Dashboard (<https://next.catalog.utsa.edu/admin/dashboard/>) and select the “Workflow” tab. You may want to filter by type of edit proposal.



Step 2: Once you have navigated to the relevant page, you can review, roll back (send to someone else in the workflow or to the person who sent the page to the workflow), or approve the page to the next step of the workflow. Only the CourseLeaf Dashboard view will allow you to edit the page in the same window.



In Approve Pages, the edit button is available but does not function for pages, and you will need to [navigate to the page](#) in CourseLeaf Next to make edits.



Contact Information

If you have any questions about the preceding procedures, please reach out to us via email or TEAMS.

Catalog Editor: CatalogEditor@utsa.edu

Catalog Information:

<https://www.utsa.edu/enrollment/facultystaff/registrar/CatalogInformationFacultyStaff.html>

Shae Large

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Registrar Officer II

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Schedule a meeting: <https://calendly.com/shae-large/one-on-one-meeting>

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