**Instructions:**

* Advisors review their maps, both Degree Maps and Transfer Degree Maps
  + Update with new degree requirements, as needed
  + Confirm that semester plans are accurate
  + **Check all links** to make sure they go where you want them to go
    - This is the correct link for the CU Denver Core reqs: <https://catalog.ucdenver.edu/cu-denver/undergraduate/graduation-undergraduate-core-requirements/#cudenvercorecurriculumtext>
* Make edits to your Microsoft Word documents
  + Contact Denee ASAP if you do not have access to the originals of your maps
  + Send completed Word files or pdfs to Denee
  + **Important**: your files must follow the [Naming Conventions spreadsheet](https://olucdenver.sharepoint.com/:x:/r/sites/4-YearDegreeMaps/Shared%20Documents/Degree%20Map%20Naming%20Conventions.xlsx?d=wc1c6c2b03e054f06928c855a9dada0ec&csf=1&web=1&e=9lBssv) in the 4-Year Degree Maps Teams group
    - Note: there are some mistakes in the naming conventions, but please follow them regardless

**Degree Map revision timeline:**

* January/early Feb. - Denee confirmed with Catalog team what link will work for [CU Denver Core requirements](https://catalog.ucdenver.edu/cu-denver/undergraduate/graduation-undergraduate-core-requirements/#cudenvercorecurriculumtext)
* Mid-Feb. – Advising Teams begin to review and revise individual Degree Maps and Transfer Guided Pathways based on information from their Colleges/Schools about 2024-25 degree updates for the new catalog
* Early March – Advising Teams begin to finalize maps and pathways based on the 2024-25 catalog pages from their Colleges/Schools
* Fri., March 15 – all finalized documents submitted to Denee
  + Denee will review and send to comms team for posting online
    - Check naming conventions spreadsheet and make sure every map in excel is ready. Note missing maps and remind the school for the maps.
    - Check all links in maps

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**For Reference, *Catalog* Revision Timeline:**

* **1/22/24**: All Course Proposals and Academic Structure Forms due to CIM workflows
* **2/1/24**: all school/college work is due
* **2/1/24**: CU Denver Registrar’s Office starts final reviews/approvals of catalog pages
* **4/1/24**: 2023-24 Academic Catalog Publishes