

Office of the Registrar

Teach and Learn: Curriculum Management System

Overview of Annual Curriculum Process with an Example

Sept. 1, 2026

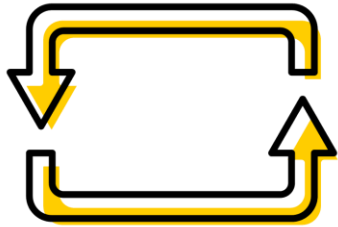
Teach and Learn – Agenda

- Office of the Registrar
- Curriculum Management Team Introductions
- Overview of Teams and Processes
- Example
- Conclusion: Survey, Resources, and Time for Questions

About the Office of the Registrar

- Academic and alumni data management
- Classroom management and scheduling
- Commencement
- Course offerings and registration
- Curriculum management
- Diploma services
- FERPA training
- Grades processing
- Graduation
- Institutional research
- Residency
- Student athletics academics
- Transcripts
- Tuition and fees

Curriculum Management Team



Cohesive
Ecosystem



Continuity of
Operations



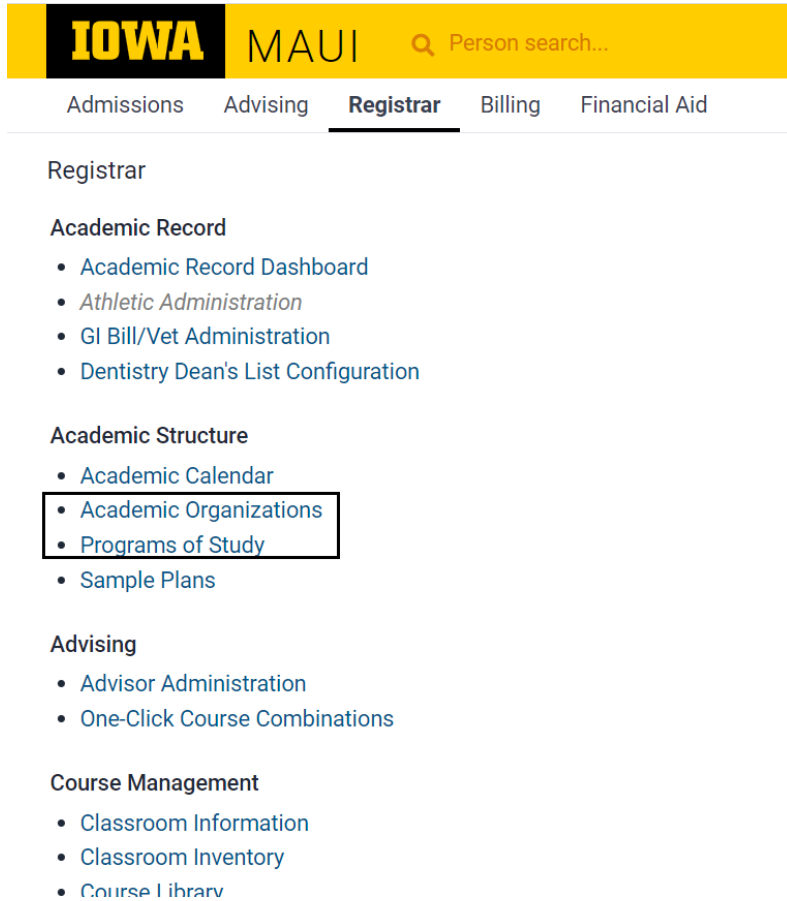
Communication



Academic Structure

reg-acad-structure@uiowa.edu

Academic Structure – Who We Are

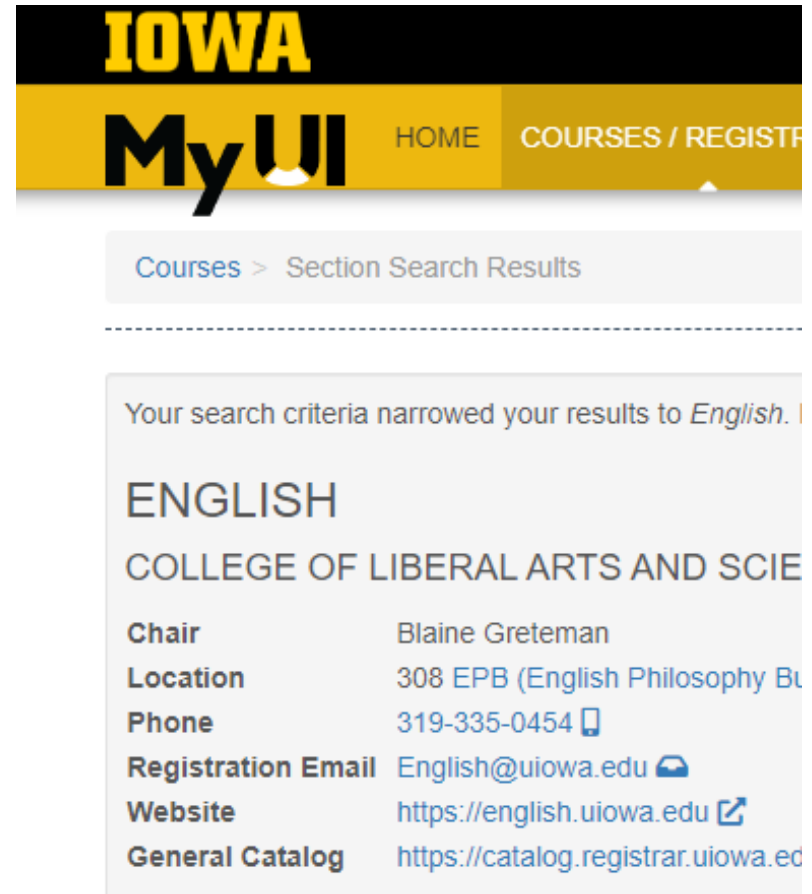


Who We Are:

- Brittany Benda
- Sara Morelli
- Emily Johnson
- Jolene Cole
- Maureen Owens

Academic Structure – What We Do

- Create, revise, and end academic units and programs of study in MAUI based on approvals received
- Starting point for Enrollment Management, entry into the General Catalog, and the creation of degree audits, sample plans, and courses
- Update information about departmental executive officers (DEOs: e.g., deans, chairs, heads, coordinators), campus addresses, and websites



The screenshot shows the MyUI website interface. At the top, there is a black header with "IOWA" in yellow, followed by a yellow navigation bar with "MyUI" in black, "HOME" in white, and "COURSES / REGISTER" in white. Below the navigation bar, a grey breadcrumb trail reads "Courses > Section Search Results". A dashed line separates this from the main content area. The main content area has a light grey background and displays the text "Your search criteria narrowed your results to *English*." followed by "ENGLISH" in large bold letters, and "COLLEGE OF LIBERAL ARTS AND SCIENCE" in smaller bold letters. Below this, a table lists contact information for the English department.

Chair	Blaine Greteman
Location	308 EPB (English Philosophy Bu
Phone	319-335-0454 📞
Registration Email	English@uiowa.edu 📧
Website	https://english.uiowa.edu 🌐
General Catalog	https://catalog.registrar.uiowa.edu



Course Library

reg-course-approval@uiowa.edu

Course Library – What We Do

- Who we are:
 - Brittany Benda
 - Trent Tappan
 - Kelly Taylor
- Course creations, revisions, and drops
- Analyze course impacts on students, Offerings Planner, Curriculum Management team
- Annual inactive course review process
- General Education programming stored in MAUI
- Maintain course learning objectives

Course Library in MAUI

Finding the Course Library

Course Management

- [Classroom Information](#)
- [Classroom Inventory](#)
- [Course Library](#)
- [Course Offerings](#)
- [MyUI Course Browse Text](#)
- [Offerings Planner](#)
- [Proctored Exams](#)

Searching for Courses

The screenshot shows the MAUI interface with a yellow header bar containing the IOWA logo and the text "MAUI". To the right of the logo is a search bar with a magnifying glass icon and the text "Person search...". Below the header bar is a navigation menu with links for "Admissions", "Advising", "Registrar", "Billing", and "Financial Aid". The "Registrar" link is highlighted with a red underline. Below the navigation menu is a search box containing the text "CRST:1200" and a "Search" button. To the right of the search box is a link "(2)". Below the search box is a "Help" section with links for "Course Approval Help" and "Course Approval Support". Below the help section is a "Course Menu" section with links for "Course Browse" and "Create a Course". To the right of the search box is a "Course Library" section with a "Quick Data Access" subsection. The "Quick Data Access" subsection contains a list of links: "Browse Courses", "Create a Course", "Course Approval Workflow", and "Inactive Courses Workflow". The "Browse Courses" link is highlighted with a red box.

IOWA MAUI

Admissions Advising **Registrar** Billing Financial Aid

(2)

Help

- [Course Approval Help](#)
- [Course Approval Support](#)

Course Menu

- [Course Browse](#)
- [Create a Course](#)

Course Library

Quick Data Access

- [Browse Courses](#)
- [Create a Course](#)
- [Course Approval Workflow](#)
- [Inactive Courses Workflow](#)



General Catalog

registrar-publications@uiowa.edu

General Catalog Team – Who We Are

- Kristan Hellige: big-picture advocacy
- Megan Hicks: editor for all pages, day-to-day catalog management, and reviews and generates the archival PDF
- Emily Johnson and Abigail Sullivan: focus on the curricular elements
- Lindsey Strom: workflow routing and user provisioning

What is the General Catalog?



Authoritative Source for Requirements

1,000+ webpages listing every active program of study in a given academic year



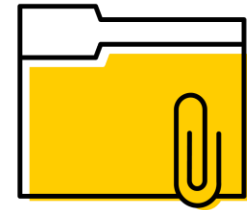
Curriculum Management Tool (by default)

Open for annual editing and review by academic units and collegiate partners



Public-facing Tool

Overviews programs offered, available to the public



Archive

Archived PDF each fall (nearly 2,500 pages); sent to UI Libraries Special Colleges

CourseLeaf Content Management System

The screenshot displays the CourseLeaf Content Management System interface. At the top, the header shows "COURSELEAF" on the left and user information "Emily Johnson" with a "Log Out" link on the right. The main content area is titled "Page Review" and includes a "VIEW CHANGES BY:" dropdown set to "All Changes" and a "SHOW CHANGES" button. To the right, the "NEXT STEPS" section features a "✓ APPROVE" button. Below the header, a table lists pages with columns for "PAGE" and "USER". The table includes entries for Biology BA, Biology BS, Biomedical Sciences BS, Chemistry BS, and Clinical Investigation. A "Workflow" section on the left shows a "COMPLETED" list with names like Rebecca Kick and Anna Gaw, and a "PENDING" list with names like Emily Johnson and RegOffice-CLAS. The main review area displays a text block: "This is the first version of the 2025–26 General Catalog. Please check back regularly for changes. The final edition and the historical PDF will be published during the fall semester." Below this text is a navigation bar with tabs for "Overview", "Requirements", "Combined Programs", "Honors", and a "More" dropdown. To the right of the main content, there are links for "Biomedical Sciences" and "Teaching and Learning", and a yellow "PRINT OPTIONS" button. The bottom of the page features the Iowa Office of the Registrar logo and name.

PAGE	USER
/liberal-arts-sciences/biology/biology-ba: Biology, BA	Rebecca Kick
/liberal-arts-sciences/biology/biology-bs: Biology, BS	Rebecca Kick
/liberal-arts-sciences/biomedical-sciences/biomedical-sciences-bs: Biomedical Sciences, BS	Rebecca Kick
/liberal-arts-sciences/chemistry/chemistry-bs: Chemistry, BS	Dominic Frisbie
/public-health/epidemiology/clinical-investigation-ms: Clinical Investigation	Megan

Workflow UPDATE

COMPLETED:

Rebecca Kick, CLAS-FYI fyi, Anna Gaw, Erin Irish, Elizabeth Lundberg, RegOffice-CLAS

PENDING:

Emily Johnson, RegOffice-CLAS, RegOffice-degree-audit, RegOffice-sample-plans, RegOffice-final

Page Review

VIEW CHANGES BY: All Changes SHOW CHANGES

NEXT STEPS ✓ APPROVE

This is the first version of the 2025–26 General Catalog. Please check back regularly for changes. The final edition and the historical PDF will be published during the fall semester.

Overview Requirements Combined Programs Honors More

[Biomedical Sciences](#)
[Teaching and Learning](#)

PRINT OPTIONS

All biology majors complete the chemistry/mathematics foundation and the biology core. In addition, BS students complete physics foundation courses and choose one of four tracks, while BA students choose courses from several breadth menus and have a wider selection of elective courses.

The department acquaints undergraduate students with the nature of practicing scientists' work by offering [BIOL:3994](#) Introduction to Research (requires a Department of Biology faculty sponsor), [BIOL:4898](#) Communicating Research (a course supporting students involved in research), and [BIOL:4999](#) Honors Research in Biology (requires membership in the [Biology Honors Program](#)). Students associate with one of the department's research groups for experiments. discuss current research. study specialized topics. and attend

2027–28 General Catalog Editing Cycle

Open to Campus for Editing

- Oct. 26 through Jan. 22
- [Review General Catalog Dates](#)
- Units review pages and edit
- Catalog team reviews pages and edits for style and accuracy

Closed to Campus

- Jan. 22 through May 2
- Degree audit team and/or sample plans team review pages and make updates to student tools

Publication

- May 3: Catalog closes for publication prep
- General Catalog published to catalog.registrar.uiowa.edu mid-May

Summer to Archive

- Catalog updated as needed with administrator and URL changes
- Workflow preparation for next catalog cycle
- Archival PDF created Sept. 1 for Veterans Administration (VA)

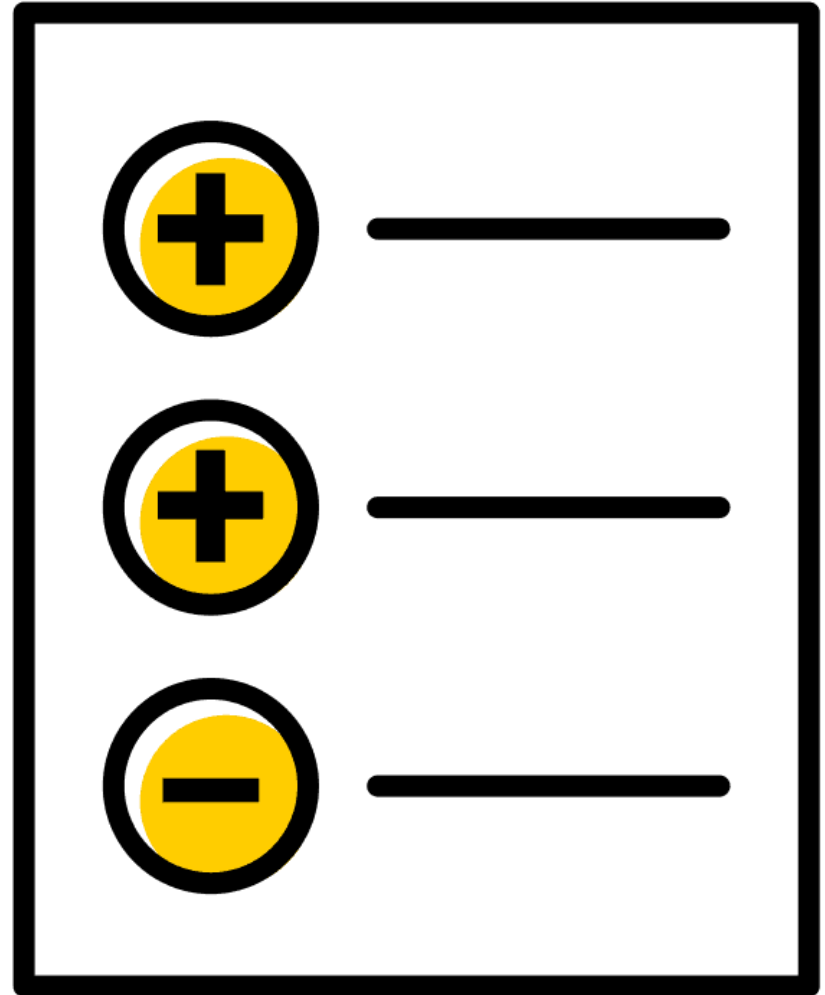


Degree Audit

reg-degree-audit@uiowa.edu

Degree Audit – Who We Are

- Who we are:
 - Nate Gruber
 - Emily Johnson
 - Abigail Sullivan
 - Tim Vonderhaar
 - Merrie Yates
- Create and maintain degree audits for programs of study and NCAA academic eligibility
 - Nearly 750 total degree audits (and counting)



What is a Degree Audit?



- Program of Study reports available in MAUI and MyUI
- Allow students and advisors to track progress toward completion
- Used to clear students for graduation



- NCAA reports require different calculations related to student-athlete academic eligibility
- Much more limited access – primarily used by registrar's office



- Authoritative source: General Catalog
- Other potential sources: collegiate policy; federal, state, or accreditation standards

Where Do You See a Degree Audit?

MyUI – Student View

Request a Degree Audit

For help requesting a degree audit, click [here](#).

Type of Degree Audit ☐ Declared Program of Study ☒ What if?

Degree Audit

---Degree Programs---

Criminology, Law, and Justice Minor
Critical Cultural Competence Certificate
Cryptid Studies BS
Dance BA
Dance BA (Dance Pedagogy and Instruction Track)
Dance BFA
Dance BFA (Dance Pedagogy and Instruction Track)
Dance Minor
Data Science BS
Digital Arts Certificate
Digital Arts Certificate
Disability Studies Certificate
Earth & Environmental Sci (Enviro Bioscience)
Earth & Environmental Sci (Enviro Geoscience)
Earth & Environmental Sci (Planetary Science)

Request Audit

Recent Degree Audits

Check for Completed Audits

NOTE Please request a new Degree Audit

NOTE If you have trouble viewing the current version of the Adobe Reader on your device

NOTE Orientation audits are archived

Report	Date
view	08/23/2026 12:14 PM
view	08/05/2026 02:31 PM

MAUI – Staff View

Audit Request/View Recent

Declared Programs of Study Audits

Program of Study: All Declared Programs of Study Submit

What-if Audits

Program of Study: Cryptid Studies BS Submit

Administrative Audits

Audit: Cryptid Studies BS
Criminology, Law, and Justice BA
Criminology, Law, and Justice Minor
Critical Cultural Competence Certificate
Cryptid Studies BS
Dance BA
Dance BA (Dance Pedagogy and Instruction Track)
Dance BFA
Dance BFA (Dance Pedagogy and Instruction Track)

108 items found, displaying 10

Report	Run Date
view	08/13/2026



Sample Plans

reg-sample-plans@uiowa.edu

Sample Plans – Who We Are

- Who we are:
 - Brittany Benda
 - Kelly Taylor
 - Trent Tappan
- Sample plans of study are an advising and planning tool that map the sequencing of academic requirements for active programs of study
- The sample plans team supports the university's strategic goal of excellence in teaching and learning by creating and maintaining accurate sample plans

Sample Plans – What We Do

- Work with colleges, academic advisors, and departments to create and update sample plans
- Track Course Library and Programs of Study changes that affect sample plans
- Review sample plans annually to ensure they match requirements in the General Catalog
- Train campus partners on the use of MAUI administrative tools used to create and maintain sample plans

Sharing an Example

Cryptid Studies, BS

Academic Structure Workflow



**Proposal
reviewed by
college**



**Office of the
Provost, routing
to Iowa Board
of Regents
(if needed)**



**Approvals sent
to Academic
Structure team
and actions
taken in MAUI**



**Updates to
MAUI, MyUI,
Enrollment
Management,
etc.**

Academic Structure – New Department/Major

Start With an Academic Unit...

The screenshot shows the MAUI Registrar dashboard. The top navigation bar includes 'Admissions', 'Advising', 'Registrar' (selected), and 'Billing'. The main content area shows the breadcrumb 'Dashboard > Department Information' and an 'Edit Information' button. Below this, the 'College of Liberal Arts and Sciences' is listed, followed by the 'Cryptid Studies' department. The department's status is 'Active', and its MFK Budget Organization is '11' and MFK Budget Department is '1900'.

IOWA MAUI

Admissions Advising **Registrar** Billing

[Dashboard](#) > Department Information

[Edit Information](#)

[College of Liberal Arts and Sciences](#)

Cryptid Studies

Status: Active

MFK Budget Organization: 11

MFK Budget Department: 1900

Then, Create Program of Study!

The screenshot shows the MAUI Registrar dashboard. The top navigation bar includes 'Advising', 'Registrar' (selected), and 'Billing'. The main content area shows the breadcrumb 'Board > Program Of Study' and a link to 'the view link to view, update or delete'. Below this, the 'By:' field is shown, followed by the 'Academic Unit:' field with 'Cryptid Studies' selected. The 'Program Options' table is displayed below.

Advising **Registrar** Billing

[Board](#) > Program Of Study

the view link to view, update or delete

By:

Academic Unit:

[Program Options](#) «

Description	Obj	Pgm Coll	Subprogram
Cryptid Studies	BS	A	Loch Ness Monster
Cryptid Studies	BS	A	Sasquatch
Cryptid Studies	BS	A	

Course Library Workflow



**Course
approval forms
submitted**



**Reviewed by
Departmental
Executive Officer
(DEO), college,
and curriculum
management
team**



**Forms
approved,
Course Library
updated**



**Course sections,
curricular
management
systems, and
MyUI updated**

Course Library – Create Course Form

IOWA MAUI

Admissions

Advising

Registrar

Billing

Financial Aid

Search (2)

Help

- [Course Approval Help](#)
- [Course Approval Support](#)

Course Menu

- [Course Browse](#)
- [Create a Course](#)**
- [Offerings Planner](#)
- [Course Category Upload](#)
- [Course Document Upload](#)

Prerequisites Menu

- [Prerequisite Grammar Sandbox](#)
- [Method of Meeting Prerequisites Report](#)
- [Prerequisite Special Permission Report](#)

Course Approval > Create Course Form

Basic Information

* Effective Session:

Fall 2027

* Admin Home/Subject Course:

CRST

:

3100

(ssss:cccc)

Cross References:

* Course Level:

Upper Level Undergraduate/Graduate (3000-✕)

* General Catalog Title:

Myth, Media, and the Loch Ness Monster

(100 max)

* MyUI/Transcript Title:

Myth, Media, and the Loch Ness Monster

(40 max)

* Degree Audit Title:

Myth, Media & Loch Ness

(29 max)

* Semester Hours:

☐ Arranged (any number of semester hours may be offered)

☒ Not Arranged

* Hours:

3

* Minimum Fee Hours:

3

Only Registrar users can see/edit Minimum Fee Hours

Special Grading:

No Special Grading

General Catalog

- After creation of program of study and courses in MAUI, catalog team begins building and updating related catalog pages
- Update archival PDF builder
- Confirm workflow path

Cryptid Studies, BS



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[Overview](#)

[Requirements](#)

[Honors](#)

[GE CLAS Core](#)

[Career Advancement](#)

[More](#) ▼

The Bachelor of Science with a major in cryptid studies requires a minimum of 120 s.h., including at least 67–75 s.h. of work for the major. Students must maintain a grade-point average of at least 2.00 in all courses for the major and in all UI courses for the major. They must also complete the College of Liberal Arts and Sciences [GE CLAS Core](#). [Edit "Requirements"](#)

The BS with a major in cryptid studies requires the following coursework.

General Catalog Workflow



Page routes to initiator and then through departmental and collegiate workflow stops



Page returns to catalog team for editorial and catalog style, and curriculum check



Final proof shared with department, with last-minute questions, then page moves to sample plans and/or degree audit teams

Degree Audit Workflow



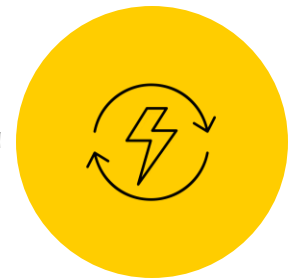
**Receive
completed
catalog page in
catalog
workflow
process**



**Create new
audit, including
collegiate
rules, gen eds,
and program of
study
curriculum**



**Make new
audit available**



**Maintain audit,
including
updates based
on course
forms,
collegiate
policy, or future
catalog edits**

Degree Audit – What You See

Collegiate Policy Examples

- + R 3) A MINIMUM UI GPA OF 2.00 IS REQUIRED FOR DEGREE
CURRENT UI GPA IS:

3.88 GPA

THE CLAS RESIDENCE REQUIREMENT BELOW MUST BE COMPLETED

- R 4) 30 SH OF COURSES OFFERED BY THE COLLEGE OF LIBERAL ARTS
AND SCIENCES MUST BE COMPLETED.
HOURS DO NOT INCLUDE CURRENT REGISTRATION.

WITH SOME MAJORS, COURSES OFFERED IN OTHER COLLEGES
MAY BE APPLIED TO THIS REQUIREMENT. QUESTIONS ABOUT
ELIGIBLE COURSES SHOULD BE ADDRESSED TO CLAS
UNDERGRADUATE PROGRAMS, 120 SCHAEFFER HALL.

Term	Course	Credits	Grade	Crse Title
FA26	ANTH:1101	3.0	B	Cultural Anthropology
FA26	CNW :1620	3.0	A	Intro to Creative Nonfiction
FA26	CRST:2700	3.0	A	Intro to Cryptozoology
FA26	RHET:1030	4.0	A	Rhetoric: Writing & Comm
SP27	CRST:2850	3.0	A	Hominids & You
SP27	ENGL:1200	3.0	A	Interpreting Literature
SP27	GRMN:2785	3.0	A	Cyborgs, Monsters, Uncanny
SP27	TRNS:2001	3.0	A	Global Science Fiction

NEEDS: 5.00 hours

Policy and Other Information

THE FOLLOWING ARE COLLEGE OF LIBERAL ARTS AND SCIENCES
RULES AND OTHER INFORMATION CONCERNING PROGRESS AT THE
UNIVERSITY OF IOWA

- 1) P COURSES ARE BELOW. A MAX OF 15 S.H. OF P COURSES
WILL APPLY TOWARD THE 120 S.H. DEGREE REQUIREMENT.
P COURSES CANNOT BE APPLIED TO GENERAL EDUCATION OR
MAJOR REQUIREMENTS.

1.00 semester hour

Term	Course	Credits	Grade	Crse Title
SP27	PHAR:1300	1.0	P	Drugs & American Pop Culture

- 2) S COURSES ARE BELOW. A MAX OF 15 S.H. OF S COURSES
WILL APPLY TOWARD THE 120 S.H. DEGREE REQUIREMENT

1.00 semester hour

Term	Course	Credits	Grade	Crse Title
FA26	CSI :1600	1.0	S	Success at Iowa

- 13) FUTURE REGISTRATION IS BELOW

13.00 semester hours

Term	Course	Credits	Grade	Crse Title
FA27	BIOL:1370	3.0	FUTR	IP Understanding Evolution
FA27	COMM:1174	3.0	FUTR	IP Media and Society
FA27	COMM:2042	3.0	FUTR	IP Intercultural Communication
FA27	CRST:3100	3.0	FUTR	IP Myth, Media & Loch Ness
FA27	LLS :1440	1.0	FUTR	IP Scuba

Degree Audit – What You See

General Education Section

GENERAL EDUCATION - CULTURE, SOCIETY, AND THE ARTS

NO

— HISTORICAL PERSPECTIVES
3 S.H. MUST BE COMPLETED
[CLICK TO SEARCH:](#) [Approved General Education Courses](#)

— INTERNATIONAL AND GLOBAL ISSUES
3 S.H. MUST BE COMPLETED
[CLICK TO SEARCH:](#) [Approved General Education Courses](#)

+ 3 S.H. OF LITERARY, VISUAL AND PERFORMING ARTS
HAVE BEEN COMPLETED

Term	Course	Credits	Grade	Crse Title
FA26	CNW :1620	3.0	A	Intro to Creative Nonfiction

+ 3 S.H. OF VALUES AND SOCIETY HAVE BEEN COMPLETED

Term	Course	Credits	Grade	Crse Title
FA27	COMM:1174	3.0	FUTR IP	Media and Society

Major Requirements Section

CRYPTID STUDIES (BS) REQUIREMENTS

NO

+ 1) THE 2 REQUIRED COURSES BELOW HAVE BEEN COMPLETED

Term	Course	Credits	Grade	Crse Title
FA26	CRST:2700	3.0	A	Intro to Cryptozoology
FA27	COMM:1174	3.0	FUTR IP	Media and Society

+ 2) THE 2 ADDITIONAL REQUIRED COURSES BELOW
HAVE BEEN COMPLETED

Term	Course	Credits	Grade	Crse Title
FA26	CNW :1620	3.0	A	Intro to Creative Nonfiction
SP27	GRMN:2785	3.0	A	Cyborgs, Monsters, Uncanny

— 3) 20 S.H. OF ADDITIONAL CRYPTID STUDIES COURSES MUST BE
COMPLETED

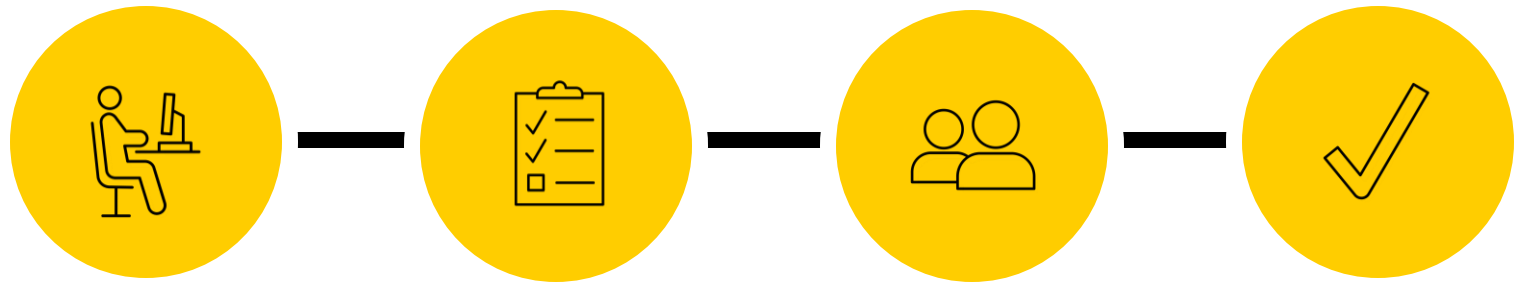
Term	Course	Credits	Grade	Crse Title
SP27	CRST:2850	3.0	A	Hominids & You
FA27	CRST:3100	3.0	FUTR IP	Myth, Media & Loch Ness

NEEDS: 14.00 hours

SELECT FROM: CRST:****

— 4) 6 S.H. OF THE 20 S.H. OF ELECTIVES ABOVE MUST BE IN

Sample Plan Workflow



**Sample Plan
admin submits
plan details in
MAUI**

**Registrar's
office creates
sample plan in
MAUI**

**Plan routed
back to SP
admin for
review and then
on for collegiate
approval**

**Plan approved
and published
on MyUI**

Sample Plans in MAUI and MyUI

IOWA MAUI

Admissions Advising **Registrar** Billing Financial Aid

Sample Plans of Study

		Program of Study	Additional Descri
view	edit	CLAS Cryptid Studies (Loch Ness Monster) BS	
view	edit	CLAS Cryptid Studies (Sasquatch) BS	
view	edit	CLAS Cryptid Studies BS	

MyUI HOME ADMISSIONS ADVISING COURSES / REGISTRATION FINANCIAL AID & BILLING **STUDENT INFORMATION**

[Home](#) > Sample Plans

PROGRAM OF STUDY ☒ All Programs of Study [Find Sample Plans](#)

College

Program

CRYPTID STUDIES

	Program of Study	Plan	Plan Effective
View	Cryptid Studies (Loch Ness Monster) BS		Effective starting Fall 2026
View	Cryptid Studies (Sasquatch) BS		Effective starting Fall 2026
View	Cryptid Studies BS		Effective starting Fall 2026

Cryptid Studies is Created

Ready to admit our students into this new program

Resources

- [Office of the Registrar website](#)
 - [Mission, Vision, and Values](#)
- [General Catalog Editing and Review Information](#)
- [General Catalog Video Library](#)
- [MAUI Help Website](#)
- [Registrar Training Request Form](#)
- Curriculum Management Team Office Hours
 - [Drop-in office hours](#) on Tuesdays or Fridays
- General Catalog Training
 - Oct. 15 at 1 p.m.
 - [Add Catalog Training to Your Calendar](#)
- [Office of the Provost's Pre-Proposal Form](#)

Contact Us

- Academic Structure (Academic Orgs, Programs of Study)
 - reg-acad-structure@uiowa.edu
- Course Library
 - reg-course-approval@uiowa.edu
- General Catalog
 - registrar-publications@uiowa.edu
- Degree Audit
 - reg-degree-audit@uiowa.edu
- Sample Plans
 - reg-sample-plans@uiowa.edu

Curriculum Management Team Members

- Brittany Benda – Academic Organizations, Course Library, Programs of Study, Sample Plans
- Nate Gruber – Degree Audit
- Kristan Hellige – General Catalog
- Megan Hicks – General Catalog
- Emily Johnson – Academic Organizations, Degree Audit, General Catalog, Programs of Study
- Sara Morelli – Curriculum and Academic Systems
- Lindsey Strom – General Catalog
- Abigail Sullivan – Degree Audit, General Catalog
- Trent Tappan – Course Library, Sample Plans
- Kelly Taylor – Course Library, Sample Plans
- Tim Vonderhaar – Degree Audit
- Merrie Yates – Degree Audit

IOWA