Instruction:

*[1] Two templates are on this word document: delete the one that is not applicable*

*[2].****New Entity****: please provide your entity information for each section.* **Note:** *Request of new page will need approval from Dr. Garcia.*

*[3]* ***Existing Entity****: Check the info on the current catalog for accuracy:* [*https://ecatalog.calstatela.edu/*](https://ecatalog.calstatela.edu/)*. Copy and paste the context to the template, turn on tracking and edit.*

*[4] Upload the finalized version to* [**Curriculog**](https://calstatela.curriculog.com/) **Form 9B** *between January 2nd to March 1st.* *The updates will be reflected on the up-coming new catalog. Submissions between March 2nd and December 31st will be used for next calendar year (not for the current catalog).*

**Template 1 ----- for College**

|  |  |
| --- | --- |
| **Areas** | **Content** |
| **Office** | Location  Phone / Fax #: (323) 343 - ????  Email of the College *(for inquiries)*  Website of the college: |
| **Administrators** | Position: Name  Email address  Phone Ext # (323) 343-???? |
| **Description** | **I. Overview of the College**   * *May list the departments (hyperlinks of the departments will be inserted), service facility /centers, annual events, etc.* * *Don’t list any or courses or programs information in this area.*   **II. Mission Statement** |
| **Accreditation**  *(Optional)* | List of accredited **interdisciplinary** programs (titles only) that are offered by the college.  *If none, skip this section.*   * *Do not include program description as the program will be hyperlinked to the specific program pages. Programs offered by the college are automatically listed with links at the bottom of the page.* * *Do not include programs that are offered by the departments, each department has their own page for their information* |
| **Optional:** | *Up to 2 pictures (JPG, PNG, GIF) can be inserted to the page. Picture for banner must include the title of the college. No videos*. UGS reserves the right to resize or crop any pictures to fix them to the page. |

**Template 2 --- for Department / Division / School**

|  |  |
| --- | --- |
| **Areas** | **Content** |
| **Office** | Location  Phone / Fax #  Department Email *(for inquiries)*  website: |
| **Chair / Directors** | Position: Name  Email address  Ext # |
| **The Faculty** | Update the lists of TT and Emeriti (highlight the changes):  **Professors:**  **Associate Professors:**  **Assistant Professors:**  **Emeriti:** |
| **Description** | I. **Overview**   * *May include special annual events, awards, etc.* * *Don’t list any programs in this area. Programs offered by the college are listed automatically with links at the bottom of the page.*   II. **Mission Statement** *(optional)* |
| **Accreditation** | List of accredited programs offered by the department; skip if not applicable.  *If you want the courses that are offered by your department to be listed, please indicate the course* ***prefixes*** *here. The system will insert the courses by academic level at the bottom of the page.* |
| (Optional) | *Up to 2 pictures (JPG, PNG, GIF) can be inserted to the page. No videos.* UGS reserves the right to resize or crop any pictures to fix them to the page. |