Program Pages User Guide

lf	Then	
You need to change your faculty biography, publications, or photo on the website	Submit the <u>Employee</u> <u>Bio Request Form</u> <u>Need Guidance? Click Here!</u>	HR will review the su An email will be sent i denied. If approved, changes. The dat
You need to change courses and curriculum content on the program page	Submit the updates via <u>SmartCatalog</u>	Updates are initiated by d are listed in a table format pulled from the data in Sn Note: Updates made after <u>Catalog Update Requests</u>
You need to change a Faculty member on the Master Schedule	Submit a <u>Master</u> <u>Schedule Change Form</u>	The Registrar is no Courses are the Colleague (the syste
You need to update other content on the Program Page	Submit <u>Academic</u> <u>Pages Website Request</u> <u>Form</u>	Marketing will review days. Marketing pi
A faculty member is showing in the program page that is no longer employed	The department chair should contact HR to notify them	hu



Process

bmission and either approve or deny the request. indicating whether the changes were approved or HR will manually update Colleague to reflect the a then automatically displays on the website.

lepartment chairs via SmartCatalog. Courses that are required . Data for the courses and curriculum on the programs pages is martCatalog (the system of record for program requirements). r the July deadline must be submitted through the <u>Out-of-Cycle</u> <u>is form</u>, and will be processed at the discretion of the Registrar.

otified via the Master Schedule Change Form. n assigned to the updated faculty member in em of record for faculty assignments and course information).

w and respond to your request within 10 business rioritizes legal and accreditation requests over general content updates.

contact: umanresources@marywood.edu