2018-2019 Undergraduate Catalog Annual Update Process

Below is an outline for updating the 2017-2018 University Undergraduate Catalog. June 1st, 2018 is the publication date.

Deadline:

Review your pages using the outline below and submit changes by **April 27th, 2018**, in preparation of fall registration (important deadline). If new students are viewing your pages, updates should be submitted earlier in the spring rather than wait until the April deadline.

Submit Undergraduate Catalog Edits and Questions to:

ugcatalog@ksu.edu (Undergraduate Changes) – Shannon Castleberry

Submit Graduate Catalog Edits and Questions to:

gradinfo@ksu.edu (Graduate Changes) –Valerie Elliott

Outline for Updating Academic/Administrative Departments and Programs:

Start with the list of links noted below and thoroughly review the following:

1. Review your department or program page faculty listings.
2. Review procedures and policies.
3. Review contact information.
4. This is the opportunity to update non-substantive changes to the catalog description. Changes approved by C&C through the year should be accurately reflected in policies, major and minor requirements, and course descriptions. However, this is the opportunity to proof all previous edits and submit corrections if something appears wrong or appears to be missed. If you find incorrect or missed approved information, please provide the specific minutes to expedite the correction.
5. Review University Faculty. If a list of University Faculty is needed, please email ugcatalog@ksu.edu. An excel file will be provided.

How to Submit your Edits

When reviewing your section, you can click the Print-Friendly Page link at the top-right of the catalog webpage. The preferred method to submit your edits is:

Copy and Paste your catalog sections into a Word document and make your changes **using "Review" and "Track Changes" to show strike-outs and insertions** so we can visually see what changes have been made. Obviously we need to have highlights because it's impractical to have to compare two sections to find changes. Edits can be missed if we can't track the changes. For best copy and paste results, open your catalog in Chrome or Firefox (Safari for Mac users).

Links:

Undergraduate Catalog-College or Department or Unit: https://catalog.k-state.edu/content.php?catoid=40&navoid=7118

University Faculty: http://catalog.k-state.edu/content.php?catoid=40&navoid=7090

Gateway Menu items: https://catalog.k-state.edu/index.php?catoid=40