# **University Bulletins**

## **Undergraduate Certificate Page Update Form**

The purpose of this form is to: 1) update existing non-curriculum-related content currently in the Undergraduate Bulletin for certificate programs or 2) gather new non-curriculum-related content for certificate programs for inclusion in the Undergraduate Bulletin. This content appears in the Bulletin in addition to the official, Senate-approved program description and requirements. Any changes to official program information, including the program description, must follow the official curricular approval process.

Change requests submitted on this form by April 1 will be incorporated into the next edition of the University Bulletin.

## **Instructions:**

* Fields with a red asterisk (\*) are required.
* If there are changes to content that already exists in the Bulletin, please include the entirety of the updated content exactly as it should appear in the corresponding section on your program page. The content will be copied directly into the Bulletin exactly as it appears on this form, overwriting what currently appears in the Bulletin in its entirety.
  + Example: If you have changes to the “You Might Like this Program If” section, please do not just include the changes you wish to make. Include the entirety of the verbiage for that section as it should appear on your program page.
* Leaving a section blank implies that there are no changes required for that section on your program page.
* Please stay within the recommended word count and enter a website URL to direct users to your college, department, or school website.
* If you do not have content for a section, the corresponding tab in the Bulletin will not appear on your page.
  + Example: If you do not have content for career opportunities to list, the box will not appear in the right rail on your program page.
* Review the accuracy of your information carefully.
* Use student-friendly language that is helpful and explanatory to those new to higher education.
* All information submitted may not be included in the Undergraduate Bulletin.

**Program Identification**

\***College:**

\***Program Type:** Certificate

\***Program Name:**

\***Submission Type:**

**New Certificate in Bulletin**

**Update to Existing Certificate in Bulletin**

**OVERVIEW**

Please finish the statement below by providing a broad definition of **[Program name]**. This new content is in addition to the official Senate-approved program description that will appear in the new Bulletin. Please only provide an overview of what the discipline of **[Program name]**is for students who may be new to the discipline. Be certain that these definitions do not contradict Senate descriptions.

Please do not include a description of the certificate program -- these have been provided through the Senate office and current Bulletin. Any changes you wish to make to official program information including the program description must go through the normal curriculum review process.

**What is [Program name]?  [Word Limit: 150 words]**

Please finish the statement below by providing a brief explanation of why students may be interested in this program (i.e., What characteristics of this program might make this a good match for the student? Are there any activities or interests you can list?)

**You might like this program if… [Word Limit: 75 words]**

**CAREERS & OPPORTUNITIES FOR GRADUATE STUDIES**

Please provide a sample of career opportunities and/or opportunities for graduate study that this program offers students. Please do not include specific job titles; rather, detail possible career avenues and directions.

NOTE: This is not meant to be an exhaustive list of all available career and graduate study opportunities. To provide more information to students about careers and graduate study, please enter the URL to the Careers/Opportunities for Graduate Studies information page of your program website.

**Introduction to Careers and Opportunities for Graduate Studies: [Word Limit: 100 words]**

**Careers: [Word Limit: 100 words]**

**Opportunities for Graduate Studies: [Word Limit: 100 words]**

**URL to More Information about Careers:**

Format: http://www.mywebsite.psu.edu

**URL to More Information about Graduate Studies Opportunities:**

Format: http://www.mywebsite.psu.edu

**PROFESSIONAL RESOURCES**

If this program has any affiliated professional organizations or associations, please list their names and, if applicable, link to more information, here.

1. **Professional Resource Name:  
     
   URL:**(Format: <http://www.mywebsite.psu.edu)>
2. **Professional Resource Name:  
     
   URL:**(Format: http://www.mywebsite.psu.edu)
3. **Professional Resource Name:  
     
   URL:**(Format: http://www.mywebsite.psu.edu)
4. **Professional Resource Name:  
     
   URL:**(Format: http://www.mywebsite.psu.edu)
5. **Professional Resource Name:  
     
   URL:**(Format: http://www.mywebsite.psu.edu)
6. **Professional Resource Name:  
     
   URL:**(Format: <http://www.mywebsite.psu.edu)>
7. **Professional Resource Name:  
     
   URL:**(Format: <http://www.mywebsite.psu.edu)>
8. **Professional Resource Name:  
     
   URL:**(Format: <http://www.mywebsite.psu.edu)>
9. **Professional Resource Name:  
     
   URL:**(Format: <http://www.mywebsite.psu.edu)>
10. **Professional Resource Name:  
      
    URL:**(Format: <http://www.mywebsite.psu.edu)>

\***ADVISING CONTACT INFORMATION**

Please enter the name and contact information for the individual who students should contact with advising-related questions about this program.

**Name:**

**Title:**

**Address 1:**

**Address 2:**

**Campus:**

**Phone Number:**

**Email Address:**

\***PROGRAM CONTACT INFORMATION**

Please enter the name of the academic department/unit that houses this program (program contact), along with the department's/unit's (program contact's) main contact details.

**Campus:**

**Department/Unit Name:**

**Address 1:**

**Address 2:**

**Phone Number:**  
(Format: 814-863-9999)

**Email Address:**

**URL to department/program contact website:**  
(Format: http://www.mywebsite.psu.edu)