# **University Bulletins**

## **Undergraduate Program Contact Update Form**

The purpose of this form is to: 1) update existing advising and program contact information currently in the Undergraduate Bulletin for major, minor, and certificate programs or 2) gather new advising and program contact information for major, minor, and certificate programs for inclusion in the Undergraduate Bulletin.

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 advising or contact section on the 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 phone number of the advising contact, please do not just include the changes you wish to make. Include the entirety of the contact information for that section as it should appear on the program page.
* Leaving a section blank implies that there are no changes required for that section on the program page.
* Review the accuracy of your information carefully.
* All information submitted may not be included in the Undergraduate Bulletin.

\***College:**

\***Degree/Program Type:**

(Example: B.A., B.S., B.HUM., A.S., A.ENGT, Certificate, Minor, etc.)

\***Program Name:**

\***Submission Type:**

**New Program in Bulletin**

**Update to Existing Program in Bulletin**

\***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)