

# Program Pages User Guide

If	Then	Process
<p>You need to change your faculty biography, publications, or photo on the website...</p>	<p><b>Submit the <u>Employee Bio Request Form</u></b> <a href="#">Need Guidance? Click Here!</a></p>	<p>HR will review the submission and either approve or deny the request. An email will be sent indicating whether the changes were approved or denied. If approved, HR will manually update Colleague to reflect the changes. The data then automatically displays on the website.</p>
<p>You need to change courses and curriculum content on the program page...</p>	<p><b>Submit the updates via <u>SmartCatalog</u></b></p>	<p>Updates are initiated by department chairs via SmartCatalog. Courses that are required are listed in a table format. Data for the courses and curriculum on the programs pages is pulled from the data in SmartCatalog (the system of record for program requirements). <b>Note:</b> Updates made after the July deadline must be submitted through the <a href="#">Out-of-Cycle Catalog Update Requests form</a>, and will be processed at the discretion of the Registrar.</p>
<p>You need to change a Faculty member on the Master Schedule...</p>	<p><b>Submit a <u>Master Schedule Change Form</u></b></p>	<p>The Registrar is notified via the Master Schedule Change Form. Courses are then assigned to the updated faculty member in Colleague (the system of record for faculty assignments and course information).</p>
<p>You need to update other content on the Program Page...</p>	<p><b>Submit <u>Academic Pages Website Request Form</u></b></p>	<p>Marketing will review and respond to your request within 10 business days. Marketing prioritizes legal and accreditation requests over general content updates.</p>
<p>A faculty member is showing in the program page that is no longer employed</p>	<p>The department chair should contact HR to notify them</p>	<p><b>contact:</b> humanresources@marywood.edu</p>