

To: Supervisors of Administrative Offices with Catalog Content, St. Olaf Staff  
 From: Mary Cisar, Registrar, Assistant Vice-President for Academic Affairs  
 Subject: Catalog Revisions, 2010-2011 *St. Olaf College Academic Catalog*  
 Date: March 1, 2010

The *St. Olaf Academic Catalog* will be updated once a year over the summer, with the new posting available around August 2, 2010. **Any requested changes after that point will go into the following summer's catalog.**

It is, therefore, crucial that all administrative offices that contribute to the catalog review the portions that pertain to that office. Please follow the procedures outlined below. These instructions will also be posted on the Registrar's webpage, under Current/Upcoming Events.

The *St. Olaf Academic Catalog* is web-based only, with only a few copies printed from the web, duplicated, and three-hole bound to meet accreditation and archiving requirements. **If you must have a paper copy or copies for an official purpose, please let me know how many you need.**

#### **Dates and Deadlines:**

Monday, March 1, 2010: Registrar sends out call for catalog revisions (this letter).  
 By Monday, May 3, 2010: Administrative offices complete the steps below and return edited copy to Mary Cisar. (Early returns greatly appreciated!)  
 Beginning May 3, 2010: The Registrar's Office enters the revised information, sends proof copies back to administrative offices for checking and final editing in May/June. The whole process may continue into July.\*  
 By Mon., Aug. 2, 2010: The *St. Olaf Academic Catalog*, with search engine, is posted to the St. Olaf website.

**\* If you are the contact person for the catalog from your office, and if you plan to be away at any point in this process, please provide contact information or an alternate contact person.**

#### **To update your copy, please follow this procedure:**

1. Prepare a master printout of your current copy by **printing out** the relevant sections of the 2009-2010 catalog (make sure you are in the 09-10 version) from the St. Olaf web site: <http://www.stolaf.edu/catalog/> Please make sure you are aware of all portions of the catalog that reference your office/responsibilities. (Suggestion: Perform a Google search of the 09-10 catalog to find all of these references.)
2. **Mark your changes on the printout -- clearly and in red ink.**  
 THIS IS IMPORTANT: We need to see where changes have occurred. If you submit your copy to us electronically, we will not be able to determine this. It is much more efficient for us to enter the data that have changed than to reformat what you submit. The **ONLY** time electronic copy will be accepted is when a major chunk of copy has changed almost in its

entirety -- and even then you should submit ONLY THAT PORTION ELECTRONICALLY, via e-mail attachment in Microsoft Word.

Please review every part of your catalog section for items that may have changed in the past year. Look also at other sections that include information about your department / program / office and advise the chairs / directors of those areas of changes that they need to make in their copy.

3. **Please proof-read your copy** against the *St. Olaf Style Guide* at <http://www.stolaf.edu/offices/communications/standards/styleguide.html>
4. **Make a photocopy of the annotated document(s)** and put it in your files for later reference.
5. **Send the edited document(s) to Mary Cisar, Registrar** ([cisar@stolaf.edu](mailto:cisar@stolaf.edu), x3434) **by Monday, May 3, 2010.** (Earlier return is greatly appreciated!)

Your changes will be entered into the master document and reviewed by the Registrar's Office. A proof of your section of the catalog will then be sent to you for review and revision. The turn-around time on this revision will be five (5) days from your receipt of the copy.

**If you are the contact person for the catalog from your office, and if you plan to be away at any point in this process, please provide contact information or an alternate contact person.**

You must return this proof **to Mary Cisar** -- with changes clearly marked in red – **as quickly as possible upon receipt.**

We will make final corrections, make adjustments as needed, and upload the catalog to the St. Olaf website by Monday, August 2, 2010.

### **FACULTY AND OTHER PERSONNEL LISTINGS, END OF CATALOG**

The back section of the *St. Olaf Academic Catalog 2010-2011* will include the names and degree information of members of the Board of Regents, college officers, emeritus and retired faculty and administrators, and the faculty ON STAFF during the 2010-2011 academic year as that information is known as of July 15, 2010.

A listing at the end of the catalog will provide prospective students with the information they need to contact those administrative departments with which they are likely to have business.