

ACALOG SUBMISSIONS

January 2012: You are being asked to submit changes to your portion of the undergraduate catalog (just to the departmental blurbs and descriptions of schools, etc., NOT to courses or programs) by editing directly the draft of the 2012-2013 undergraduate catalog being held in Acalog. The deadline for submissions is Feb. 3, 2012.

You should have received an e-mail from me which describes your username and password. In general, I have made the secretaries the editors and the department chair or dean the reviewer. On my web page you will find a tutorial for each of these tasks or you can use the links provided below.

Acalog login: <https://oswego.acalogadmin.com/login.php>
(You must use a Firefox (Mozilla) browser)

Editor tutorial: <http://www.cs.oswego.edu/~fettes/acalogedits.mp4>

Reviewer tutorial: <http://www.cs.oswego.edu/~fettes/acalogapprove.mp4>

Please contact me for help. I am happy to e-mail, chat on the phone, or come to your office to answer questions or clear up any confusion. This is my responsibility as catalog coordinator so please don't contact the registrars office.

You should e-mail me if there is a course or program that has gone through governance which is not included in the current draft or if there is anything else you think is missing that has not made it into the draft.

Best wishes,
Sue Fettes
Catalog Coordinator