



MICHIGAN UNDERGRADUATE CATALOG UPDATE FORM

See last page for instructions, if needed.

PART I (INSTITUTION INFORMATION)

1. Institution Name:
2. UIC #:
3. CEEB Code #:
4. FAFSA Code #:
5. Institution City:
(Main location)
6. Institution Website:
7. Institution Catalog Link:
8. Calendar System/Units:
(Semester or Quarter)
9. Catalog Year:
10. Date range for information provided:
(example, When do you publish your next catalog? When to check back for next updates?)
11. Best email(s) contact for form information:
(Staff or General Inbox)
12. Best phone contact for form information:
(Staff or General Inbox)
13. Any institution specific special notes:

PART II (CATALOG INFORMATION)

Courses

New Courses – Course information including course subject, title, credits, etc. Please include a link to document or website where more information can be found *if different than* Catalog Link in PART I.

Example - BIOL 101 – Biology – 3 credits

Course Revisions

Please provide helpful information for finding revisions within your catalog.

Examples:

BIOL 101 - changed title

MATH 115 - credit change

Discontinued Courses – List courses no longer offered in this section. If available when the last semester the course was offered (if no changes, please type “none” in the box):

Programs

New Programs – Include the name of the program and degree type (if no changes, please type “none” in the box):

Revised Programs – List all details of the revision for each program (if no changes, please type “none” in the box):

Discontinued Programs – Include last semester the program will be offered, if applicable (if no changes, please type “none” in the box):

Helpful notes for transfer advisors and recruiters :

Use this section to indicate helpful information such as:

-What programs are best for transfers.

-Programs with flexible course offerings (build your own path)

-Highlights of programs (such as a brag book, only program in the state that covers XYZ)

-Any specific Articulation Agreements to note?

Additional Update Information (if needed) – This section is for any changes in the catalog that are not related to courses or programs but should be made aware to institutions using this document:

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INSTRUCTIONS

This form will serve as a quick guide to general information for recent catalog updates. All accurate catalog information remains on institution websites. External institution staff and faculty should refer to catalog links for up to date information when determining transfer equivalents and developing transfer guides. This form does not ensure transferability of courses. Special attention should be paid to all pre-requisite and co-requisite course requirements on updated or new courses listed in this form.

Step 1:

Fill out PART I of the application with relevant institution information. Include direct and general contact information, keeping in mind staff changes happen. Use website links when possible along with notes in case link(s) change after submitting the form.

PART II to be filled out by Registrar Office, or office at institution that process catalog updates. Have Transfer Office or transfer advisors review information.

Step 2:

Fill out this final page with contact information and date.
Save form as pdf.

File name format - "SCHOOL NAME-CATALOG YEAR-Updates"

Example: "Ferris 2024-25 Updates"

Note: DO NOT save as MCC or other shortened named that is unclear.

Step 3:

Upload to **XYZ Folder** on Michigan Transfer Network.

Repeat steps 1-3 with additional updates as needed.

Form approved and uploaded to repository (Contact Information, Date):