UPDATING ACADEMIC PROGRAMS ANNUALLY, webwise

\*\*\* IMPORTANT EMAIL ABOUT YOUR ACADEMIC PROGRAMS …& PROSPECTIVE STUDENTS \*\*\*

Hello Deans,

Will you have someone in your department look over the academic program listing further below (which is the main undergraduate listing for prospective students on the TSU website) and make any corrections/additions to it? We realize how important it is that your programs be listed properly and in fullness. Unfortunately, I don’t think there is an official process to notify the Web Services department when any academic program updates are made within the university….so the listing may be incorrect.

When you send it back to me, please send back the updated degrees/concentrations from **only your department**. Otherwise, if you send the entire listing back to me, I won’t be able to distinguish what you updated. This will work better than you color-coding the parts you’ve updated. Thanks on that, in advance.

Will you please also note on each degree or concentration the method-of-delivery for that concentration/degree….. with these as your options:

onsite | online | hybrid

Notice that if a degree has no concentrations, the method-of-delivery will be noted next to the degree, rather than concentration.

Also, if you can tell me which person at TSU would have the final say-so on an academic program being legitimately added/deleted from TSU offerings, that’d be great….because we can then ask that person to include us on the communication when items like that become officially changed AND implemented.

Thank you so much. Making these updates will help prospective students to find your offerings…and will certainly highlight your **online** offerings, which are a hot commodity these days.

You can just make your updates on a reply-email, but please copy from the text below just the programs that are of your department…& update them on a new email. Otherwise, it’ll be mass confusion on my end. Gracias.

And remember, this is just undergraduate programs, not graduate….so no need to add the graduate offerings.

Regards,

Tracy