

CURRENT COLLEGE CATALOG

Institution Name	SEDCODE:
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THE INFORMATION PROVIDED ON THIS FORM SHOULD CONTAIN DATA FOR ONLY THE INSTITUTION LISTED ABOVE. If multi-campus institutions have questions concerning which branches to include, please contact State Education Department staff at heds@mail.nysed.gov or phone 518-474-5091.

- Institutions are expected to submit forms electronically using the Microsoft Access forms available from the ORIS web site at <http://www.highered.nysed.gov/oris/>. Most forms are available both as paper forms and as electronic forms (Microsoft Access) with built in edits. Electronic forms must first be downloaded in order to enter data and then returned by e-mail to heds@mail.nysed.gov. Three forms are only available in paper format (Word, PDF): Current College Catalog (CATALOG), Audited Financial Statement (F. AUDIT) and Coordinator's Survey (NYSED-SUR1).
- Return completed paper forms by:
 Mail: NYS Education Department
 Office of Research and Information Systems
 Room 966 Education Building Annex
 Albany, NY 12234
 Or Fax: 518-474-1907
- With the exception of the Bundy form (NYSED-2) do not make a duplicate paper submission of an electronic data submission. Independent institutions participating in the Bundy program must provide a paper copy printed from their electronic submission in order to affix the required notarized signature and seal.
- Retain a copy of the completed form in your files in case we need clarification.
- If you anticipate a delay in returning this form, request an extension in writing by e-mail, fax or mail stating the reason for the delay and the anticipated submission date.
- If you have questions regarding completion of the form, please contact the Office of Research and Information Systems at:
 E-Mail: heds@mail.nysed.gov
 Fax: (518) 474-1907
 Phone: (518) 474-5091

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DUE DATE: OCTOBER 15, 2008

Form Processing Information

Form:	CURRENT COLLEGE CATALOG
SEDCODE:	
Institution Name:	

Respondent Information

Name:			
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E-Mail Address:			

TOTAL -- (Check box if all applicable branches are included).

Otherwise list branches below.

Branches Included: <i>(please list)</i>	Applicable branches not included: <i>(please list)</i>

Indicate **Time Required** retrieving information from files and completing this form.

Hours spent by all staff (whole numbers)	
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Notes and Explanations regarding data provided and/or comments about this form and its completion. Check box and continue comments on reverse side, if necessary.

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DUE DATE: OCTOBER 15, 2008

CURRENT COLLEGE CATALOG

Institution Name _____
Current college catalog is online at www.collegesource.org . Yes <input type="checkbox"/> No <input type="checkbox"/>
If "No" is checked above, a hard copy of your institution's current college catalog must accompany this form.

Institutions are encouraged to make their current college catalog(s) available online through the web-based service provided free of charge by the Career Guidance Foundation. Complete instructions for submitting catalogs are available on the web at www.collegesource.org. Institutions may also contact the Foundation for up-to-date information at:

Address : Career Guidance Foundation **Phone :** (800) 854-2670 or (858) 560-8051
8090 Engineer Road **Fax :** (858) 278-8960
San Diego, CA 92111

Institutions posting their catalogs on the web will satisfy their catalog requirement for the HEDS data collection of the Office of Research and Information Systems (including BUNDY) as well as conserve mailing, handling and filing costs. Institutions that is unable to make their current college catalogs available on the web **must provide a current catalog along with this form** to:

NYS Education Department
Office of Research and Information Systems
Room 966 EBA
Albany, NY 12234