How to Update Your Department Record with the American Sociological Association

It is important to keep your information as updated and accurate as possible in order for the ASA to provide the best service possible to your department. It is especially important to provide the ASA with a general department email address that does not change over time. This will ensure continuous communication through staffing changes.

<u>Step 1:</u> Use your ASA **Department ID** and password to log in to the ASA website. You must use a department ID, not your personal ASA ID, to access your department account.





<u>Step 2</u>: Under the Department Info header, click the link to **Update Company/Department Info**. You will then be directed to your Department Membership page.

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Number of graduate students in 2014-2015 *: 10	
Number of graduate students in 2014-2015 *: 10 Number of undergraduate sociology degrees granted in 2014-2015 *: 10	

<u>Step 3:</u> The Department Membership page is split into the three sections. In the first section, departments are asked to update their department name, chair, and director of graduate studies information. The highlighted yellow section states the department's current affiliate status. To join ASA as a Department Affiliate please complete your updates on this page and then click the **Join Today** link.

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Update Depart	tment Information:				
Mailing	1430 K Street NW				
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City*:	Washington				
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a. To change the chair information, click **Change Chair**.

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b. Next, search for the new chair's name in the ASA database. Due to differences in spelling and abbreviations, if you do not at first find the chair in our system, try searching by the first few letters of the chair's last name.

Home » Department Mem	pership					
Department Chair/						
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c. You will see the search results appear below. Click on a name to select an individual as chair.

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Jamie Lynn Panzarella	Washington, District	of Columbia		20005		

d. The chair's name will now be updated. To change the term of the chair, click the link to **Change Dates**.

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e. Enter the dates of the chair's term and click Save.

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f. Repeat the same steps to update the Director of Graduate Studies information.

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Name	City, State		Zip Code	
Karen Gray Edwards	Washington, District of Columbia		20005	
Karen Edwards, Ph.D.	Ithaca, New York		14850	
Karen Edwards	Washington, District of Columbia		20005	

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Current Director of Graduate Studies *:	Karen Edwards, 8/2015 to 7/2017	1	<u>Change Director</u> <u>Change Dates</u> Delete Director		

Step 4: The second section of the Department Membership page asks for you to update your department contact information. All sections with an asterisk (*) are required. The most important information that needs to be updated here is the **General Department Email**. Please enter a general department email address, not an individual's e-mail address. This is the email that ASA will use for the department's user name and password retrieval as well as for contact in regards to the annual *Guide to Graduate Departments of Sociology*. If an individual's email address is used and that person is no longer affiliated with your department, the retrieval process will not be accessible.

Current Depar	ment Chair *: J	Jamie Lynn Panzarella, 8/2015 to 7	/2017	<u>Change Dates</u> Delete Chair
Current Direct	or of Graduate Studies *: K	Karen Edwards, 8/2015 to 7/2017		<u>Change Director</u> <u>Change Dates</u> Delete Director
Update Depar	ment Information:			
Mailing	1430 K Street NW			
Address*:	Suite 600			
City*:	Washington			
State*:	District of Columbia -			
Postal Code*:	20005			
Country:	United States	•		
Phone*:	(202) 383-9005			
Fax*:	(202) 638-0882			
Web Address:	http://www.asanet.org			
General	Publications@asanet.c	org	lividualla a mail ad	drage. This is the a mail address that ASA with
E-Mail*:	use for the department's use	ser name and password retrieval	f an individual's e-	mail address is used and that person is per
	longer affiliated with your	department, the retrieval process	will not be access	ible.
Department S	atistics:			
Type of Depar	ment *:		PhD-Granting	
IPEDS ID:				

PLEASE TURN TO THE NEXT PAGE

<u>Step 5:</u> The final section of the Department Membership page requires information on **Department Statistics**. This information helps the ASA to better serve the department's needs as well as provide accurate information for the ASA Research Department. Once the required information has been entered, click the **Save Your Changes** button.

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Department	Please enter a general department e-mail address, not an individual's e-mail address. This is the e-mail address that ASA				
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	longer affiliated with your department, the retrieval proc	ess will not be accessible.			
Department S	tatistics:				
Type of Depar	tment *:	PhD-Granting	•		
IPEDS ID:					
FICE Code:					
Number of fac	ulty members in your department who are sociologists *:	10			
Number of gra	duate sociology degrees granted in 2014-2015 *:	10			
Number of gra	duate students in 2014-2015 *:	10			
Number of undergraduate sociology degrees granted in 2014-2015 *:		10			
Number of und	dergraduate majors as of January 1, 2015 *:	10			
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Thank you for updating your department's information with the ASA! For more information on resources available to sociology departments from the ASA, visit <u>http://www.asanet.org/teaching/dept_resources_index.cfm</u>.

For questions regarding the annual ASA Guide to Graduate Departments of Sociology, contact publications@asanet.org.

For more information on the ASA Department Affiliates program, visit <u>http://www.asanet.org/teaching/department_affiliates.cfm</u> or contact <u>apap@asanet.org</u>.