Subject: 2015-2016 Campus Bulletin : ACTION REQUIRED
Date: Wednesday, June 25, 2014 8:16:28 AM ET
From: IU South Bend Campus Bulletin
CC: Sheppard, Teresa Lynn

Good morning,

Late last week, I sent an e-mail to you advising that I would be sending to you this week a spreadsheet indicating hyperlinks your area will need to review for the 2015-2016 Campus Bulletin. This is that time.

I am attaching a spreadsheet listing ALL hyperlinks that are relevant to your department/school that will require review and edit; this includes faculty, administrative, and emeriti pages, course descriptions (for schools/colleges), degree listings, departmental pages, etc. The deadline to submit changes on the first round is Wednesday, October 1, 2014 (see instructions attached).

If a department chooses to wait until October 1st to submit changes, there will be just one other review before the final pages are provided for formal publish. If a department chooses to send edits by September 1st, an additional review will be possible.

I also want to alert you to the website that includes all communication with departments, the timeline, instructions, etc. I do believe this will be a definite benefit to departments in the preparation of this edition.

https://www.iusb.edu/bulletin/2015-2016-bulletin-prep.php

I look forward to working with you. Please feel free to contact me should you have any questions.

Thanks much,
Teresa

Attachments:
1. Spreadsheet noting hyperlinks to edit
2. Instructions on editing pages
3. Instructions on using Acrobat Pro

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