

CMU Bulletins Frequently Asked Questions

Deadlines

1. When will our 17-18 Bulletins be published?

- The *Undergraduate* will go to press on **Friday, March 31, 2017**.
- The *Graduate* and *Global Campus* will go to press on **Wednesday, June 21, 2017**.
- The online Bulletins will be published in **July, 2017**.

2. When do I have to submit my updates? (see also #5 below)

- The first draft of our UG and Grad *Bulletins* will be posted in December, 2016. The first round of submissions will be due about a month from that, in January.
- The **FINAL Due Date for information** will be **March 1 for UG; May 26 for Graduate and Global Campus**.
- If you cannot get your information in by one month before (I will send out e-mail reminders), you should contact me by that Due Date so I can work with you on when you can make a final submission.
- **PLEASE NOTE:** Except for very important emergency circumstances, our Bulletins will go to press on the Publishing Dates listed above.

3. Do I have to wait for the January deadline to send you my initial changes?

- Not at all-- if you are ready with some or all of your changes, send them to me now; I may be able to get them done before the first draft is posted.

4. Why do you need a month between the final due date and the publishing date?

- After all the information is in and updated, I have to do a final alignment on every page, double check headers and footers, page number references, the index, the table of contents, the spell checking, and other important details. If information comes after the deadline that affects page numbering, in some cases, I would have to completely start over on these last details. I also do the final course download from a rough text file from SAP-SLCM, which needs to be made "Bulletin-ready."

5. When do curricular changes need to be through the curricular process to make the paper Bulletin?

- Any minutes with curricular changes must be posted on the Senate Website and have an objection date **BEFORE** the Press Date above. So, for Undergrad, the Minutes must be posted before March 1, and have an objection date of March 31. For Graduate and Global Campus, the Minutes must be posted before April 19, and have an objection date of May 2.
- **NOTE:** Anything that is posted after that date will be entered into SAP, and if the implementation date is during the 17-18 year, that change will be made in the online Bulletin(s). (See next item)

Implementation Dates on Curricular Programs

6. How do implementation dates in curricular minutes affect our Bulletins?

- It is important to remember that if a program is being changed, in most cases, it should be changed as of a **Fall implementation date** rather than a Spring or Summer date. This is because if a program is changed in the spring or summer, the online Bulletin will not match the paper Bulletin, and the student could be following the wrong program. Call me if you have a question about this. (continued)

Communication of Modifications to the Bulletin

7. What's the best way to send you my updates?

- I am a better reader than a listener, so the best way is in writing. Whether it's a simple e-mail that says, "Change such-and-such word on page X, second paragraph," to a redlined Word document, to a completely re-worded section in a text or Word file, you can send me your changes in or attached to an e-mail. If that doesn't work for you, and you want to send me a paper copy with changes made in red ink, this also works. *Please don't fax*; quite often, handwritten words in the margin are not easy to make out.

Input on Bulletin Layout

8. "I have a great idea on how the Bulletin should be laid out/organized/information highlighted consistently throughout—when should I contact you to talk about this?"

- The best time to contact me about major changes to the organization of the Bulletin would be **summer or fall**, *before* the next Bulletin process begins.
- If you haven't contacted me about the 16-17 Bulletin yet on this subject, Fall semester would be the time to do so.

Input on Contents in "At a Glance" Publications

9. When should I contact you...?

- Same as Question 5.

Errors in the Bulletins

10. If I find an error in our *Bulletin(s)*, when should I contact you?

- Immediately! Any error can be corrected in the online Bulletin and the PDF version posted online, and if necessary, a note posted on the *Corrections and Updates* webpage.

Errors on Personal Credentials in the back of the Undergraduate Bulletin

11. "The *Bulletin* says I got my B.S. degree at WMU, and I attended CMU!! How do I get this changed??!!"

- I totally understand how upsetting that would be. You may contact me with corrections to your information, but you must also contact your personnel office (either Human Resources or Faculty Personnel Services) as this information is provided to me as a download from those departments. That way, it will be correct in years to come.

Philosophy

The Bulletins Editor is here to help you!

- *Having trouble meeting a deadline? **Call me!***
- *Have questions on how to set up or make changes to your curricular program? **Call me!** (even before you present it at the department level). I will advise with regard to consistent Bulletin language and set-up for SAP-SLCM.*
- *Have a last-minute change close to the April 1 or June 28 press date? **Call me!** The worst thing that could happen is that I would say it isn't possible, but I will say it in a friendly way.*
- *I want **our Bulletins** to be as perfect as possible; thanks for your assistance!*

Other questions?

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