

# E-Proofing Procedures: 2017-2018 General Bulletin



## 1<sup>ST</sup>-ROUND PROOF

Get e-Proof: [September 13, 2016](#)  
Return e-Proof: [September 27, 2016](#)



## 2<sup>ND</sup>-ROUND PROOF

Get e-Proof: [January 10, 2017](#)  
Return e-Proof: [January 24, 2017](#)

### Important Notes

#### We purposefully:

- Added a [header](#) to all proofs and used **Microsoft Word**'s [track changes](#) and [password protection](#).

#### The following **cannot** be changed by the reviewer:

- [Common Program Prerequisites](#) -- mandated by the Statewide Course Numbering System (SCNS);
- [Florida Statutes](#) -- mandated by the State Legislature;
- [Course numbers](#) -- mandated by the SCNC; and
- [Course elements](#) -- mandated by the FSU Curriculum Committee. A list of these elements can be found at [http://registrar.fsu.edu/services/acad\\_pub/apdefault.htm](http://registrar.fsu.edu/services/acad_pub/apdefault.htm).

#### Curriculum Cutoff Dates:

- The last batch of curriculum that can be included in the General Bulletin needs to reach us (via the FSU Curriculum Committee) by [April 6](#).

#### The file type can be identified by its name:

- [UD-Accounting.docx](#) : [Undergraduate Department](#) of Accounting
- [GD-Accounting.docx](#) : [Graduate Department](#) of Accounting
- [UC-Business.docx](#) : [Undergraduate College](#) of Business
- [GC-Business.docx](#) : [Graduate College](#) of Business
- [UA-Admissions.docx](#) : [Undergraduate Administration](#) – Admissions
- [GA-Admissions.docx](#) : [Graduate Administration](#) – Admissions
- [AA-AcademicCalendar.docx](#) : [All Administration](#) – Academic Calendar (file used in both Undergraduate and Graduate)

#### Content Accuracy

- Please ensure the accuracy of **all** content, including contact information (phone numbers, e-mail addresses, and URLs).

#### Subject Lines

- Please reply to our [original e-mail](#) and do not change the subject line.

#### No Changes

- If your e-proof needs no changes, please [e-mail us](#) (to let us know) and **do not attach** the unchanged e-proof.

#### Running Late

- If you anticipate being late with the return of your proofs, please [e-mail us](#) and, if at all possible, give us an [estimate](#) of the delay.

#### RegPub E-mail Account

- All Bulletin-related communication must be conducted exclusively through our [AR-RegPub@fsu.edu](mailto:AR-RegPub@fsu.edu) account.

### Step I: Receive the File

1. Receive the distribution e-mail from [AR-RegPub@fsu.edu](mailto:AR-RegPub@fsu.edu).

**NOTE:** You can tell our official bulletin e-mails by the subject line (example: *1st Proof Out: 2014-2015 General Bulletin*)

2. Save the attached files (i.e., proofs) to [your desktop](#).

### Step II: Edit the File

3. *Open* the file you wish to review in [Microsoft Word](#). If you do not open the file using Microsoft Word, **I will not be able to see your edits**.
4. Sometimes you'll open the file and it will default to *Read Only*, to fix this click "View" on the top left hand corner and then "Edit Document".
5. In the tabs at the top of the file, go to and click on "Review". At the right hand side of this tab look for the word "Markup" and make sure that "All Markup" has been selected in the dropdown box. If this is not selected, you will not be able to see the changes you are making.
6. *Read* the file carefully and:
  - **Add any missing information** → How? → Place the cursor at the insertion point and start typing.
  - **Change any incorrect existing text** → How? → Highlight the obsolete information and start typing over.
  - **Delete any obsolete information** → How? → Highlight the obsolete information and press "Delete" on your keyboard.

### Step III: Add Your Last Name to the End of the File

7. *Add your last name* to the end of the file → How?

- Go to **File** >> **Save As**.
- Add an **underscore** and then *type your last name* right after the original file name (example: *UD-Accounting\_Shaw*).
- Save the updated file on your desktop.

### Step IV: Return the File

8. *Return* your edited files as an attachment to our [AR-RegPub@fsu.edu](mailto:AR-RegPub@fsu.edu) e-mail account → How?
  - Go to your e-mail application and find our [original e-mail](#) (do not change the subject line).
  - Click **Reply**.
  - *Attach* the files you saved with your last name.
  - *Type* a comment in the body of the e-mail, if you'd like.
  - Click **Send**.

**NOTE:** You will receive a message indicating that your e-mail was received.

### Step V: Ask for Assistance

9. Please do not hesitate to send your questions, comments, suggestions, and/or requests to:

Contact	Bulletin-Related E-mail	Personal E-mail	Phone	Office	Bulletin-Related Role
Haley Shaw	<a href="mailto:AR-RegPub@fsu.edu">AR-RegPub@fsu.edu</a>	<a href="mailto:hshaw@fsu.edu">hshaw@fsu.edu</a>	(850) 644-3027	UCA 3700	Coordinator & Editor