

E-PROOFING PROCEDURES: 2010-2011 GENERAL BULLETIN

1st-Round Proof

Get e-Proof: August 31, 2009

Return e-Proof: September 11, 2009

2nd-Round Proof

Get e-Proof: January 15, 2010

Return e-Proof: January 29, 2010

Important Notes

We purposefully:

- Added a header to all proofs and used MS Word's: (1) track changes, (2) versions, and (3) password protection.

The following cannot be changed by the reviewer:

- Computer Competency Skills – mandated by the University;
- Common Program Prerequisites -- mandated by the Statewide Course Numbering System (SCNS);
- Florida Statutes -- mandated by the State Legislature;
- Course numbers -- mandated by the SCNC;
- Course titles -- mandated by the FSU Curriculum Committee;
- Course description (including co- and pre-requisites) -- mandated by the FSU Curriculum Committee.

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 15 (for the undergraduate edition) and by June 15 (for the graduate edition).

Content Accuracy

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

Subject Lines

- Please reply to our original email and do not change the subject line.

No Changes

- If your e-proof needs no changes, please email 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 email us and, if at all possible, give us an estimate of the delay.

RegPub Email Account

- All Bulletin-related communication must be conducted exclusively through our *regpub@admin.fsu.edu* account.

Step I: Receive the File

1. Receive the distribution email from *regpub@admin.fsu.edu*.
Note: You can tell our official bulletin emails by the subject line (example: 1st Proof Out: 2010-2011 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.
4. 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 V: Ask for Assistance

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

Contact	Bulletin-Related Email	Personal Email	Phone	Office	Bulletin-Related Role
Geo Laws, M.Ed.	<i>regpub@admin.fsu.edu</i>	<i>glaws@admin.fsu.edu</i>	(850) 644-3027	UCA 3923	Coordinator & Editor

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

5. 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 before ".doc" (example: DaP_Accounting_G_Doe.doc).
 - Save the updated file on your desktop.

Step IV: Return the File

6. Return your edited files as an attachment to our *regpub@admin.fsu.edu* email account. **How?**
 - Go to your email application and find our original email (do not change the subject line).
 - Click Reply.
 - Attach the files you saved with your last name (from Insert >> File).
 - Type a comment in the body of the email, if you'd like.
 - Click Send.**Note:** You will receive an automatic message, indicating that your email was received.