



Health Sciences Center

University of Oklahoma
StudentAffairs

As a result of the increase in Distribution List Moderator (DLM) Announcements, the Student Senate passed a resolution requesting better management of the emails and information sent through DLM. To replace the DLM, one email per day will be sent from the "HSC Daily News". The Daily News will also be posted on the OUHSC Student webpage, <http://students.ouhsc.edu/>.

Also, you are encouraged to regularly check out the Campus Wide Calendar for posting and planning for events and other announcements:
<http://www.ouhsc.edu/students/eventscal/>

The guidelines established for the HSC Daily News have the intention of ensuring effective communication, reducing the volume of emails, and streamlining the information for clear reading.

The guidelines include:

1. One comprehensive email per day sent out at 6:30 a.m. Exceptions for extreme and emergent needs can be made with approval from Student Association and/or HSC Student Affairs.
2. Announcements should be sent to the HSC Daily News at hscdailynews@ouhsc.edu.
3. Announcements should be sent at least 2 business days (excluding weekends) in advance of the date you wish the announcement to appear in HSC Daily News, i.e. if received on Friday, will be sent on Tuesday.
4. Header listing of events.
5. Font format should be 12 point, black, Times New Roman. (See below for example format.)
6. No embedded messages or attachments. Messages needed in e-mail format only. (Do not use PDFs or Word Documents)
7. Improperly formatted emails will be returned to the sender for corrections.
8. Only registered student organizations may utilize the HSC-Daily News with exceptions approved by Student Association and/or HSC Student Affairs.
9. Announcements for research studies will run for 3 days.
10. All events and announcements should be posted by event coordinators on the campus wide HSC calendar <http://www.ouhsc.edu/students/eventscal/>
11. For questions and concerns, please contact the HSC Student Affairs, 271-2416 or the HSC Student Association 271-3669 or student-association@ouhsc.edu

Example format:

Title of Event - (HSC Campus)

Secondary Subject line

Brief description of event, guest speaker name, etc. No more than two (2) sentences long.

Date / Time

Location

Contact: Website, email, or phone number.

9/30/2008