



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

TO: Faculty, Staff and Students

FROM: Office of Marketing and Communications

SUBJECT: Campus Announcements Summer Schedule

DATE: May 15, 2014

Please note that Campus Announcements will observe an amended schedule during the summer sessions. Beginning Tues., May 20, Campus Announcements will be released on **Tuesdays only** during the summer sessions. Announcements will return to normal Tuesday/Thursday delivery on Tues., Aug. 19.

Please upload announcements to [www.pvamu.edu/campusannouncements](http://www.pvamu.edu/campusannouncements) by 2 p.m. every Tuesday. Remember, all announcements must be in **PDF format** and specify the intended audience (faculty/staff and/or students). Announcements that are out-dated, do not pertain to PVAMU or are not connected with the University will not be circulated. Please include contact information in your announcements, so if persons have questions, comments or concerns about the post they may contact you directly.

The following are acceptable for distribution in the campus announcements forum:

- Faculty and Staff trainings/workshops
- Student-targeted events/programs
- Volunteer opportunities
- Important campus deadlines
- Change in Hours of Operation
- Student Services
- Scholarship Opportunities

Campus Announcements DOES NOT generate announcements. The email account acts as the distribution center to disseminate new information and event announcements to faculty, staff and students. Announcements that do not meet the proper criteria for Campus Announcements will not be included. The Office of Marketing and Communications reserves the right to review announcements before distribution.