

Electronic Newsletter: Campus Update Policy: All campus news, announcements, feature articles on strategic college initiatives will be posted through the Campus Update. Across-campus access to the Staff/Admin Google Groups will be limited to specific senders.

Campus Update

- The Campus Update is an electronic newsletter compiled and managed by the Office of Marketing and Communication.
- It is for information and news to share with all Augustana College constituents including employees (faculty and staff), students, and families.
- The purpose of the Campus Update is to keep communication as clear as possible, and archive it for later use.
- Information is compiled through a number of existing channels and curated by the Office of Marketing and Communication. The Office of Marketing and Communication makes decisions on what information is shared.
- The Campus Update will be sent out every Monday, Wednesday, and Friday.

Campus Update Overview

The Campus Update is designed to ensure college news and events are shared with the campus community regularly. This timely vehicle will feature campus news, announcements, and feature articles on strategic college initiatives.

Content Sources: Content for the Campus Update is curated from the following submission methods:

- Submit Events to: [submit an event](#)
- Submit Announcements to: announcements@augustana.edu
- Submit News to Share to: sharenews@augustana.edu
- Submit information that you would like to disseminate to all employees to: hupdates@augustana.edu
- Submit information that you would like to disseminate to all students to: studentbulletin@augustana.edu

Content submission guidelines

- The Campus Update will be sent out every Monday, Wednesday, and Friday.
- The deadline to submit items for the subsequent Campus Update is the day prior at the end of the day.
- The audience for the Campus Update is employees (faculty and staff), students, and families. As such, it is also a broad audience, reaching both internal and external populations.
- Only Augustana-related news is published. Therefore, items included must be applicable to most of campus. Inclusion is at the editor's discretion.
- Submissions of a non-college related nature such as classified (garage sales, houses for rent, etc.) will not be posted through newsletters or Google Groups. It is recommended to use [Facebook Marketplace](#), [Craig's List](#), and other local posting [platforms](#).