

COOGNEWS SUBMISSION GUIDELINES

CoogNews is a weekly electronic news digest that provides a brief synopsis of campus information, news announcements and events targeted to UH students. CoogNews is distributed to all students every Monday afternoon during the fall and spring academic semesters, and every other Monday during the summer sessions. Students are unable to opt out of this official university email communication; however, faculty and staff will be able to subscribe toe-newsletter.

Prior to the start of the Fall 2012 semester, students received a large number of individual emails from various UH departments and programs. Due to the volume of e-mails, some students' e-mail systems treated all messages from UH as spam, and many other students found it difficult to keep up with all of the messages. In order to resolve this problem, to the extent possible, all e-mail communications* directed to the student body as a whole have been consolidated into a single weekly e-newsletter compiled and distributed by the Division of Student Affairs and Enrollment Services.

*Please note that this communication does not affect nor replace announcements regarding academic/enrollment matters, advancement, emergency management issues, and direct communications from colleges and departments to their respective students.

In order to have an announcement included in thee-newsletter, UH faculty, staff, and student organizations must fill out the on-line form, located at www.uh.edu/dsaes/coognews. All submissions must appear on a website, preferably a UH-affiliated URL, in the form of a news release, one-paragraph brief, or promotional flyer/brochure. CoogNews will contain links to UH websites whenever possible to obtain additional information. Please spell-check and fact-check items before sending them.

For a student organization message to be included in the eblast, it must announce an event sponsored by a student organization that is open to all students, new officers or members, or competition results.

The deadline* for submission of an entry is Thursday by p.m. Please note that the DSAES Communications Director reserves the right to edit submitted material and has sole discretion regarding the publication.

*There is an exception for messages that are truly time-sensitive and where there is good cause for not meeting the deadline for inclusion in the newsletter.

Guidelines for Submissions

What to Submit

- News specifically targeting students
- Large scale university-wide programs
- Important events, programs, resources and services
- Opportunities for student involvement

What Not to Submit

- Regularly scheduled/recurring workshops and club meetings
 - For departments/program which host the same workshop each week, it is strongly suggested to submit an announcement each month with a descriptive title that references your monthly workshop series and topics with a link to your department's website/calendar where students can find out specific details on dates/times/locations for each month's events (i.e. "UH Wellness Massage Therapy September Workshops" with a link to the respective website/calendar)
- Events that are not open to all students
- Non-University events
- Outside advertising
- Recruitment information for classes
- Survey/research requests

If you want to advertise a specific date for a program or event, please also use the University calendar.