General Procedures of the CTS E-News

-The CTS E-News is sent Tuesdays and Thursdays during the school year, and on Tuesdays in the summer

-There are two editions: Faculty/Staff and Student

-Announcements are due at 8:30 am the day the E-News is sent

-Announcements should be sent to enews@calvinseminary.edu, noting if they are for Faculty/Staff and/or the Student edition, and include a headline.

-Announcements should not be sent outside of the E-News, with the rare exception of an E-News Extra. The criteria we drafted for an E-News Extra (requested by and reported to SST) were: the information can’t be communicated a different way, it is important for the whole student body [or whole faculty/staff], time-sensitive, has major consequences if not communicated. “I forgot” is not a sufficient criterion by itself—other criteria must be met in addition.

-Things applying to all students at top (ie: regarding financial aid/academic/program requirements, registration above chapel/town hall announcements)

-We expect people to read all of the headlines (and any announcements which are relevant to you) and also scan the calendar, and then make calendar reminders as appropriate. We understand that the E-News may not accommodate all of your internal communication needs. If you are uncertain about how to best communicate your message, please speak with Denise. Generally speaking, though, we ask that as you plan events, you also plan to announce them in the E-news, and no longer rely on individual emails.