To: Wofford Faculty and Staff  
From: Brand Stille, Vice President for Enrollment  
Date: August 6, 2014

Ms. Susan Cummings, Administrative Assistant, and Mr. Terrell Ball, Associate Director of Admission, have announced their intentions to retire from Wofford this summer.

Together Susan and Terrell have provided 54 years of service to the Admission Office at Wofford; Susan serving 30 years and Terrell serving 24 years.

Susan’s primary focus has been the processing of applications for admission. Over the course of her career she managed hundreds of thousands of documents. The methods of applying to college changed dramatically during her time at Wofford, but Susan’s attention to detail and focus on helping every applicant through this process was a monumental task that she performed with great care.

Terrell has represented Wofford throughout the country and has served as our admission representative to international students. In recent years he represented Wofford with our local constituency with great success. He ends his career at Wofford having enrolled the largest first year class in our history with more than 20% of this group hailing from this territory. His success is primarily due to his desire to assist young people in their search for a good fit for college and his enthusiasm for the Wofford community that he generously shared with prospects.

Please join me in thanking Susan and Terrell for their many years of devoted service to Wofford College and congratulate them in person at a reception in their honor on Wednesday, Aug. 20, from 3:30-4:30 in the Papadopoulos Room.

Transmitted by:
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To: Wofford Campus Community

You are invited to the FREE Movie Night Friday, Aug. 15, to see “Remember the Titans” on the big screen in Gibbs Stadium. Parking will be in the Verandah Lot.

Schedule:
6 p.m. – Gates Open
6:30 p.m. – Shorts Begin
7:00-9:30 p.m. – Movie

Admission is free. Hotdogs and other snacks will be available for purchase.

This event is BYOB but no glass please!


NOTE: Vehicles must be removed from the Verandah Lot by 5 p.m. Friday to make room for those attending the movie.

Morgan Edlin
Wofford College
Coordinator of Young Alumni Programs
864-597-5203
As a reminder, you are invited to join us on Wednesday from 3:30 – 4:30 in the Papadopoulos Room for a reception to thank Susan Cummings and Terrell Ball for their many years of devoted service to Wofford College.

Together Susan and Terrell have provided 54 years of service to the Admission Office at Wofford; Susan serving 30 years and Terrell serving 24 years.

Susan’s primary focus has been the processing of applications for admission. Over the course of her career she managed hundreds of thousands of documents. The methods of applying to college changed dramatically during her time at Wofford, but Susan’s attention to detail and focus on helping every applicant through this process was a monumental task that she performed with great care.

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TO FACULTY AND STAFF:

All Wofford College faculty and staff are invited and encouraged to attend a complimentary back to school luncheon this Thursday (August 28) in our newly renovated dining room upstairs in the Burwell Building. This special luncheon will include beef tenderloin, chicken and shrimp skewers, a pasta station, a stir-fry station, numerous side dishes and plenty of yummy desserts. Lunch will be served from noon until 1:30 p.m. (Any students on campus will be served downstairs.) Do not miss it!

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To: All the members of the Wofford College Community  
From: J. Randy Hall, Director of Campus Safety  
     Roberta Hurley Bigger, Dean of Students  

Student Affairs and Campus Safety welcome you back to campus for the fall semester. Our new students check-in this Wednesday, August 27. Traffic on the campus drive will be one way – from Church Street to Memorial Drive. No parking will be allowed on the curb at the Burwell Building or the Carlisle-Wallace House.

Students who have already moved in and employees are encouraged to park in lots on the perimeter of the campus. Upperclassmen can move into their residence halls on Friday so traffic on Evins Street and the campus drive will be congested. Faculty and staff members are reminded that they may call Campus Safety if they need an escort from a parking lot to their offices. Officers can be reached 24-hours a day, seven days a week at 864-597-4911. Student Affairs staff can be reached at 864-597-4040.

Best wishes for a successful semester.
To: All Faculty and Staff Members  
From: Roberta Hurley Bigger, Vice President of Student Affairs  
Date: August 26, 2014  

The Student Affairs staff members and the student Orientation staff led by seniors Tony Le and Allison Roberts invite all faculty and staff to join us in welcoming our new students and parents tomorrow morning. If you have any time between 8:30 and 11:30 a.m., you will find students and their families in The Commons in the Campus Life Building or unloading at Greene Hall (Daniel Building side), between Greene and Marsh Halls and behind Marsh Hall. We would be happy for you to shake hands, carry in a box or enjoy a glass of sweet tea from Wade's (one of our generous sponsors) as you greet the members of the Class of 2018.

In addition, you are welcome to join us at the opening session of our FYI Orientation Program and hear from President Samhat at 3:30 p.m. on the Seal of the College in front of the Main Building.

Go, Terriers!
Welcome back to Wofford!

The Office of Marketing and Communications (OMC) is excited to get the new academic year started!

We would like to provide you with the resources our office provides to you to help you communicate vital information about your events and programs to the campus community.

**Daily Announcements:**
Daily Announcements to all faculty, staff and students will resume on Monday, Sept. 1. DAs will be sent each Monday through Friday throughout the academic year, except for designated holidays; no DAs will be issued on the weekends. All information must be submitted (see the instructions in the link provided below and in the attached document) by midnight the night before it is to be published.

**Online Calendar:**
Be sure to submit all of your events for posting on the Wofford online calendar (again, instructions are provided in the attached and at the link) so that the campus will know what’s going on. It also makes it easier for those planning events to know what’s happening. (Remember to book your venue with the appropriate staff person – putting something on the calendar does not reserve your space.)

**Other Requests:**
OMC can assist you with other needs, such as scheduling a photographer or video shoot, designing posters and other design work, and working with you on web projects. Request forms for these can be found at [www.wofford.edu/omc/](http://www.wofford.edu/omc/), in the left-hand menu.

Be sure to review the attached document, and even print it out for quick instructions on submitting to the Daily Announcements, the online calendar and requesting other resources from OMC. The instructions also are available online at: [http://www.wofford.edu/newsroom/campusNews.aspx](http://www.wofford.edu/newsroom/campusNews.aspx)

Please don’t hesitate to contact us if you have questions or need assistance. Just email woffordnews@wofford.edu, or call Janella Lane at 597-4184.

Thanks, and have a great semester!

OMC Staff

Janella Lane
Executive Assistant
Marketing & Communications
429 North Church St.
Spartanburg, S.C. 29303
864-597-4184
lanejm@wofford.edu
Calendar and
Daily A...ns.pdf
How to Submit Events to Wofford Online Calendar

1. Go to: http://calendar.wofford.edu (or click on the “e-calendar” link on any Wofford Web page)
2. Note: You do not need to “log in”
3. Select the appropriate calendar for your event from these options:
   * Academic
   * Admission
   * Alumni and Development
   * Arts and Cultural (Off campus)
   * Arts and Cultural (On campus)
   * Athletics
   * Campus Ministry/Service Learning
   * Financial Aid
   * Student Life (this includes all student group activities, events and programs)
   * Other (anything that does not fit into the above categories)

   (Do NOT select “Campus Calendar.” Your event will show up on this calendar by default; you must select a sub-calendar listed above. Also, do NOT select the general “Arts and Cultural” sub-calendar; select “on-campus,” and the event will show up on the general Arts and Cultural sub-calendar.)

4. Click “Go to Calendar”
5. Click “Submit Event” (upper right-hand side)
6. Enter “Title” name for your event (include the location in the title; also include if open to only a certain group or by invitation only)
   (Note: You do not need to enter the “Title URL” in the second line
7. Enter “Date”
8. Enter “Start Time” and “End Time” (events, such as exhibits, that have no specific start/end time may remain blank)
9. Enter any repeating options (if your event is going on for more than one day)

   (Your selected sub-calendar should show up in the box under “Calendars: Submit to.” If you inadvertently selected the wrong sub-calendar, you may change that option here by clicking “Submit” under the box and changing the sub-calendar selection.)

   * Keep the defaults for “Event Privacy” (Public), “Event Access” (All), and “Description” (Wrapped).
   * Type a brief, but detailed, description of your event – for example, a brief bio of your speaker or brief information on performers, etc. – in the description box.
   * Keep the default of “Medium” priority.
9. Enter the location of your event
10. Enter your name (first and last) (required)
11. Enter your email (valid Wofford.edu email required)
12. Click “Add”

Note: your event must be approved by the staff of the communications office before it appears on
the calendar. The calendar is checked periodically during the day and pending events are approved
as quickly as possible.

IMPORTANT: When planning events please check the calendar for events that are already scheduled in
an effort to avoid conflicts. REMEMBER – booking a venue does not mean that your event is on the
calendar. You must still add your event. Event postings should be made no later than 4 p.m. the day
before the event to ensure that they appear on the calendar. Note that you must reserve your
room/venue with the appropriate staff person; putting your event on the calendar DOES NOT reserve
the space.

Questions about announcements or calendar postings should be directed to
WoffordNews@wofford.edu. Questions to individual staff e-mail accounts may result in delays. If your
email is sent to WoffordNews it will be handled promptly.

How to Submit Events/Announcements to the Daily Announcements

Daily Announcements:

Daily Announcement are sent out via email each morning Monday – Friday. Announcements are not
distributed on Saturday or Sunday.

To submit an event announcement, a general announcement or a lost & found announcement go to:
http://wofford.edu/dailyannouncements

Announcement Guidelines:

1. Wofford Announcements must have a Wofford contact and a Wofford email
address. Announcements that have an email address other than a Wofford email will not be accepted.
Personal and non-college information should not be submitted to announcements. Examples are:
personal business, advertising personal items or services for sale, raffles or selling of items, messages
from persons or organizations not directly affiliated with the college.
2. Announcements will NOT run more than twice. If an announcement is submitted multiple times it will
only be run for the first 2 dates it is submitted.
3. Announcements must be submitted prior to midnight for the next day. You can submit
announcements at least a week before you want them to run.
4. Event or Announcement - Which is it? When submitting an announcement you will be prompted to choose from a drop-down list of Announcements, Lost & Found or Event. An event is any function that has a DATE, TIME, and PLACE. If you submit an event as an announcement it will not appear in the “Today’s Events” or the “Upcoming Event” section of the announcements.

5. Please try to keep your event announcements and general announcements as brief as you can. We reserve the right to edit for space and other issues.

6. If you submit an announcement and need to make a change you need to email the change to WoffordNews@wofford.edu.

7. Please proof your announcement before submitting it and check for spelling errors, making sure that the room and building are named correctly, etc. Editing will be limited. You will receive a confirmation email after you submit your announcement.

8. We have had many instances where announcements for an event are submitted by more than one person. When planning an event please designate one person to be responsible for submitting the announcement so that we don’t have double announcements with different information.

9. Events MUST be submitted to the calendar as well. If you do not submit your event to the calendar it will not appear on the home page of the MyWofford portal or on the home page of the Wofford web site. (Please note that there is limited space on the Wofford web site and sometimes it is not possible to list every event on the Wofford home page. However, all events posted to the calendar will appear in the calendar section of the portal.) When planning events please check the calendar for events that are already scheduled in an effort to avoid conflicts. REMEMBER – booking a venue does not mean that your event is on the calendar. You must still add your event. Calendar submissions must be approved by the Office of Communications and Marketing before they appear on the calendar. Event postings should be made no later than 4 p.m. the day before the event to ensure that they appear on the calendar. Note that you must reserve your room/venue with the appropriate staff person; putting your event on the calendar DOES NOT reserve the space.

SPECIAL ANNOUNCEMENTS. We receive numerous requests for "special announcements" to be sent out separately from Daily Announcements. In an effort not to clog the system, we do not send out special announcements unless it is an emergency. (Forgetting to submit an announcement does not qualify as an emergency.) With the exception of critical information that must be distributed immediately, the content of announcements should not be distributed in mass emails. If you have an event, a meeting, or an announcement please remember to submit it prior to midnight the day before you want it to run.

Questions about announcements or calendar postings should be directed to WoffordNews@wofford.edu. Questions to individual staff e-mail accounts may result in delays. If your email is sent to WoffordNews it will be handled promptly.
OTHER REQUESTS: OMC can assist you with other needs, such as scheduling a photographer or video shoot, designing posters and other design work, and working with you on web projects. Request forms for these can be found at www.wofford.edu/omc/, in the left-hand menu.