

## **APO Academic Publications Coordinator Guide**

Last Update: December 10, 2008

This document is an index of the guide files, timelines, and instructions for completing the tasks for which the Academic Publications Coordinator is responsible.

Please see the Academic Publications Coordinator job description for reference

\My Documents\Job Descriptions

- APO Academic Publications Coordinator Job Description.doc

Backup Management for APO and the Provost's Office

\My Documents\Backup Management

- Backup Management Guide.doc

Class Schedule

\Academic Affairs\APO\Schedule

- Schedule Maintenance Timeline.doc
- SCHEDULE PLAN OF ORG.xls

Note: all Class Schedule Web files are found on the University's www Web server

Directory Maintenance

\My Documents\Directory Maintenance

- Campus Directory Guide.doc
- Campus Directory Timeline.doc

University Catalog

\Academic Affairs\APO\CATALOG

- Catalog Editor Guide.doc
- Catalog Editor Timeline.doc
- CATALOG.xls

Note: all University Catalog Web files are found on the University's www Web server