English Department:

Quick Reference/Information Guide

Box.com User Guide	box	Box Guide
Room Reservation Information		Please provide the following information when requesting room reservations: • Name of Meeting/Event • Date • Start Time • End Time • Room Size
Event Planning (Box Notes)		After requesting assistance with your event, you will receive a link to a shared folder that includes the "Box Note" project management tool. Box Notes for Events
Financial Services Forms	REIMBUR\$EMENT FORM	<u>Financial Services</u>
Permission Numbers	3038	Permission Numbers Protocol
Reimbursements	Alacy Control of the	Reimbursement Guidelines

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Submit Your	SUBMIT YOUR NEWS!	English Department Submit Your News
News The English Update! Deadline is Thursday by 2 p.m.	IT'S NOT JUST FOR PUBLICATIONS ANYMORE - Boak Melhour Symple fload corrusci Privet Pacifications - Orner Judiciations - Magazine Articles SUBMIT YOUR NEWS! Be sure to use the web interface at https://addran.tux.edu/english/submit your news/	Please be sure to add your short blurb, links, files, and images to compliment your news story.
The English	 Announcements 	Current and Past Issues
Update!	 Deadlines 	
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	Meeting	
	Calendar	
Testing Center		Testing Center Forms
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Last Updated 9/13/19