



The UNIVERSITY of OKLAHOMA
Health Sciences Center
Student Affairs

The Student Senate passed a resolution requesting better management of the emails and information sent through DLM. To replace the DLM, one email per day will be sent from the "HSC Daily News". The Daily News will also be posted on the OUHSC Student webpage, <http://students.ouhsc.edu/>.

The guidelines established for the HSC Daily News have the intention of ensuring effective communication, reducing the volume of emails, and streamlining the information for clear reading.

The guidelines include:

1. One comprehensive email per day sent out at 6:30 a.m. Exceptions for extreme and emergent needs can be made with approval from Student Government Association and/or HSC Student Affairs. During breaks, the Daily News will be sent out only twice per week.
2. Announcements should be sent to the HSC Daily News at hscdailynews@ouhsc.edu.
3. Announcements should be sent at least 2 business days (excluding weekends) in advance of the date you wish the announcement to appear in HSC Daily News, i.e. if received on Friday, will be sent on Tuesday.
4. Announcements for research studies will run for 3 days.
5. For questions and concerns, please contact the HSC Student Affairs, 271-2416 or the HSC Student Government Association at SGA@ouhsc.edu
6. Only registered student organizations and OUHSC departments may utilize the HSC-Daily News with exceptions approved by Student Government Association and/or HSC Student Affairs.

Example format:

Title of Event

Date / Time:

Location:

Brief description of event, guest speaker name, etc.

Contact: Website, email, or phone number.

Optional: Attach flyer or picture.