PUBLICATIONS--CAMPUS

<u>The Ball State Daily News</u> - Ball State University student newspaper, is published Monday through Thursday during the academic year except for exam periods and vacations and published Monday and Thursday during summer sessions.

<u>Ball State University Employment Services and Employee Benefits</u> – Four individual brochures (professional, staff, faculty, and service) available to departments to give to candidates who are being interviewed on campus.

<u>Ball State University Directory</u> (Current Year) – Annual publication of phone numbers of departments, faculty/staff, students, and retirees. (Known as the "B" Book). Available: Telephone & Postal Services.

<u>Benefits Handbook</u> - Contains detailed information about employee benefits at the university. Available on-line at http://www.bsu.edu/web/cbs/benefits_handbooks.

<u>Bracken Library Self-Guided Tour</u> - Contains maps of each floor of Bracken Library and location of each department along with descriptions of available services. Available: Bracken Library.

BSU Calendar of Events Handbook - A calendar book listing important university dates, deadlines, and general information regarding Student Center hours and activities, recreational facilities hours, library hours, etc. It includes the "Student Handbook" which contains general information regarding academics, campus organizations, student services, etc. This resource is available for purchase from all three campus bookstores with all profits going to benefit student programs

<u>Budget Information for</u> (Current Year) – An online document published each year explaining budget guidelines and procedures. Availability is dependent on security approval. Contact: Office of University Budgets.

<u>Campus Maps</u> - A color map is displayed on the back cover of the Conference Folders that are available through Central Stores. Campus maps are also available online at: http://www.bsu.edu/map/.

<u>Central Stores Order Form</u> - An online listing of items regularly stocked on the campus and available for ordering and delivery, http://www.bsu.edu/webapps/formblaster/default.asp. Instructions for use are available from the Help section on the FormBlaster page. A summary for specific accounts is also available on that page.

<u>Centralized Student-Employment: Policies and Procedures for Student Employers and Supervisors</u> - Provides information about Ball State's student employment program. Included are employment procedures, goals, and policy statements. Available online at http://cms.bsu.edu/About/AdministrativeOffices/CareerCenter/Employers/StudentEmployment/handbook.aspx.

<u>Digest</u>. The Ball State <u>Digest</u> is delivered to the inboxes of students, faculty and staff twice weekly on Mondays and Thursdays. One version goes to faculty and staff; another to students. The digest is a round-up of timely announcements containing content generated through the Communications Center Web site. It contains information that was formerly published in Update.

Employee Assistance Program Handbook for Supervisors - A supervisor's guide explaining the BSU Employee Assistance Program to be used with people needing assistance in such areas as alcohol/drug dependency, family problems, or other concerns. Available: WorkLife/University Human Resource Services.

<u>Employee Assistance Program Brochure</u> – A brochure describing the EAP services available to employees. Available: WorkLife/University Human Resource Services.

<u>Facts Brochure</u> – Brochure listing facts about the university regarding history, enrollment, finances, academic programs, etc. Available: University Marketing and Communications.

<u>Faculty and Professional Personnel Handbook</u> - Comprehensive explanation of all areas of academic procedures covering faculty and professional personnel. Available: Provost's Office or online at http://www.bsu.edu/academicaffairs/media/pdf/handbook.pdf.

<u>Freshmen Academic Scholarships Brochure</u> - Listing of scholarships available through Ball State. Published annually in the fall. Available: Admissions Office.

<u>Graduate Catalog</u> - General list of administrative requirements and course offerings of the university leading to degrees above the bachelor's. Available online at http://www.bsu.edu/gradschool/catalog.

<u>Guide to Regulations for a Drug-Free Campus</u> – Booklet sent to all employees on a yearly basis. Available: WorkLife Programs/University Human Resource Services.

<u>Handbook for Bargaining Unit Employees</u> - An explanation of university policies governing bargaining unit employees. Available: University Human Resource Services or online at http://www.bsu.edu/hrs/empinfo/handbooks/emphand.htm.

<u>Handbook for Employee Orientation</u> - A handbook mailed to new staff and service personnel describing the campus, campus organization and administration, and facilities and services. Available: University Human Resource Services.

<u>Housing and Residence Life Policies</u> – An online handbook containing information for residence hall students. Available at http://web.bsu.edu/housing/home.html and clicking on Living Guidelines.

<u>Manual of Instruction for ECA</u> - A manual for chairs and departmental secretaries containing a catalog, scheduling, and academic facilities management procedures. Available online at http://www.bsu.edu/academicsystems/.

<u>Motor Vehicle Regulations</u> - A list of regulations applying to motor vehicles for students, faculty, professional personnel, staff personnel, and service personnel on campus. Available: Office of Parking Services and on-line at http://www.bsu.edu/parking/.

<u>Postal Services Policies and Procedures</u> - A booklet containing policies and procedures for Campus Mail as well as outgoing mail. Available on-line at http://www.bsu.edu/web/centralmailing/.

<u>Profile</u> – An online photo and contact directory of faculty and professional personnel by department. Available at http://www.bsu.edu/web/profile/.

<u>Recreation Program Schedule</u> - A booklet (published in spring and fall) describing recreational opportunities and time schedules for gymnasiums, swimming pools, etc. Available: Office of Recreation Programs.

<u>Schedule of Classes</u> - A publication listing registration information, policies, dates, deadlines, and offered courses for particular semesters/sessions (Fall, Spring, Summer). Available as a PDF document at

http://cms.bsu.edu/About/AdministrativeOffices/~/media/DepartmentalContent/Registrar/PDFs/s oc_091.ashx.

<u>Student Advising Handbook</u> - A handbook of general academic information (especially general studies requirements) that is written by academic advisors especially for freshmen. Distributed by Academic Advising during orientation or available through the Academic Advising Offices.

<u>The Administrator's Handbook</u> - An online compilation of forms, services, organization charts, and publications used on campus. Published by University Human Resource Services at http://www.bsu.edu/hrs/handbooks/adminhandbook/.

<u>The Secretary's Handbook</u> - A comprehensive online collection of reference materials for BSU administrative coordinators and departmental secretaries, including office procedures, the most commonly used university forms, terms and definitions, a listing of campus services, and other related resources. Published by University Human Resource Services at http://www.bsu.edu/hrs/handbooks/secretaryhb/.

<u>Travel Regulations and Procedures Manual</u> – An online booklet outlining procedures for university travel. Published by the Accounting Office at http://www.bsu.edu/accountingoffice/article/0,,38078--,00.html.

<u>Undergraduate Catalog</u> - A general list of administrative requirements and course offerings of the university leading to the bachelor's degree. Available: Advising, North Quad, and online at http://www.bsu.edu/web/catalog/.

<u>University Banquet and Catering Packet</u> - Information on menus, prices, etc. Available: University Banquet and Catering.

<u>Update</u> - This electronic publication was formerly distributed every week during the academic year and every two weeks during the summer. It was discontinued in September, 2009. The information that was included in the <u>Update</u> can now be found in the Communications Center and the Newscenter (<u>www.bsu.edu/news</u>). See <u>Digest</u> above.

<u>Visual Standards Manual</u> - Details the authorized uses of university logos, stationery, letterhead, seals and symbols. Available: University Marketing and Communications.