

**USD WEB SERVICES
NEWS/EVENTS
MyPOSTINGS SYSTEM**



INFORMATION TECHNOLOGY SERVICES
OFFICE OF PUBLIC RELATIONS
UNIVERSITY OF SAN DIEGO

DEVELOPED BY

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APRIL 2007

REVISED OCTOBER 2009

REVISED BY KELLY MACHLEIT OCTOBER 2011

MYPOSTINGS SYSTEM

The MyPostings System is a database that contains news and events that are displayed on the USD website and MySanDiego portal. This is a web-based application accessed at the following location:

<http://www.sandiego.edu/mypostings>

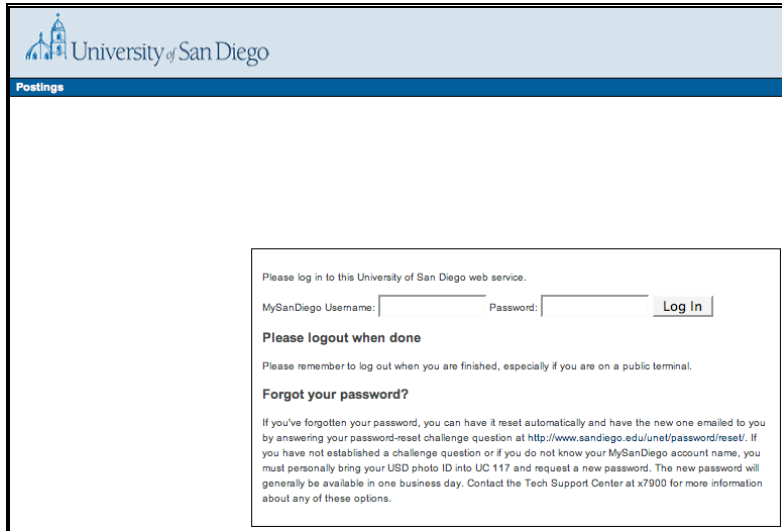
Using this system you can post news and events to various places on the USD website and MySanDiego portal. Please note that in order to post items to your departmental home page, you must have News/Events windows on your landing page. Please see the Engineering Programs website at <http://www.sandiego.edu/engineering> for an example.

If you would like News/Events windows added to your departmental home page, please send an email to mypostings@sandiego.edu with your department's web address (URL).

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LOGGING IN

You can log into the system using your MySanDiego (email) username and password.



Please log in to this University of San Diego web service.

MySanDiego Username: Password:

Please log out when done

Please remember to log out when you are finished, especially if you are on a public terminal.

Forgot your password?

If you've forgotten your password, you can have it reset automatically and have the new one emailed to you by answering your password-reset challenge question at <http://www.sandiego.edu/onet/password/reset/>. If you have not established a challenge question or if you do not know your MySanDiego account name, you must personally bring your USD photo ID into UC 117 and request a new password. The new password will generally be available in one business day. Contact the Tech Support Center at x7900 for more information about any of these options.

Immediately you will see a form where you can begin adding your new post. This document will cover each part of the form section by section and line by line.

THE FORM

GENERAL INFORMATION

All posts need general information in order for the system to know where to display your post and what audiences you would like your post to target. More importantly this section of the form captures basic information such as the type and title of the item.

General Information	
* Category:	----- ▾
* Headline/Title:	<input type="text"/>
* Department:	----- ▾
* Where to post (Check all that apply):	<input type="checkbox"/> Departmental Home Page <input type="checkbox"/> Featured On Departmental Home Page <input type="checkbox"/> Featured On USD Home Page <input type="checkbox"/> MySanDiego Portal <input type="checkbox"/> News And Events <input type="checkbox"/> USD Home Page
* Targeted audience (Check all that apply):	<input type="checkbox"/> Alumni <input type="checkbox"/> Employees <input type="checkbox"/> Everyone <input type="checkbox"/> Faculty <input type="checkbox"/> Graduate Students <input type="checkbox"/> Law <input type="checkbox"/> Parents <input type="checkbox"/> Prospective Students <input type="checkbox"/> Undergraduate Students <input type="checkbox"/> Visitors

*	Category:	Whether your item is an Event or News
*	Headline/Title:	Title of your post. This is what will be displayed as the headline on the website or in MySanDiego.
*	Departments:	Your department and other departments where the information should appear. You should receive approval from these other areas prior to posting your item on other department sites.
*	Where to Post:	<p>Where you would like the information posted on a USD website:</p> <ul style="list-style-type: none"> • Departmental Home Page: in the News/Events windows on your landing page • Departmental News and Events: if you do not want the information on your homepage, but would like it on the secondary, archived listing of all of your news/events • MySanDiego Portal: in the News/Events boxes in the portal: http://my.sandiego.edu • USD News and Events: in the central USD News/Events system. News: http://www.sandiego.edu/about/news_center/news/ Events: http://www.sandiego.edu/about/news_center/events/ • USD Home Page: in the News/Events windows on the USD homepage: http://www.sandiego.edu
*	Targeted Audience:	<p>The specific area(s) of the USD community your item applies to. If it is a news item or event affecting or inviting everyone, select "Everyone."</p> <p>Otherwise please select the specific audience(s).</p>

POSTING DATE

You will need to select a start date and an end date for your post. Based on this information, your item will display beginning on your selected date and automatically come down when you decide or after an event has passed. You can post-date items as far into the future as you would like.

Posting Date	
When do you want your information to be viewable?	
* Start Date:	<input type="text"/>
* End Date:	<input type="text"/>

*	Start Date:	Date that you would like your posting to display on the selected destination(s) as noted in the previous section.
*	End Date:	Date that you would like your posting to automatically remove itself from the USD site or MySanDiego portal. <ul style="list-style-type: none"> • Important note: For events, this should be the same as the last day of your event. For news this can be a date of your choosing.

EVENT INFORMATION

If your post is an event, you will need to enter the event logistics for display on the website and in the MySanDiego portal. If you are entering a News item you can bypass this part of the form.

Event Information	
Event Start Date:	<input type="text"/>
Event Start Time:	<input type="text"/>
Event End Date:	<input type="text"/>
Event End Time:	<input type="text"/>
Location:	<input type="text"/>
Cost:	<input type="text"/>

Event Start Date:	Date that your event begins.
Event Start Time:	Time that your event begins. Note: this should be entered in military time.
Event End Date:	Date that your event ends.
Event End Time:	Time that your event ends. Note: this should be entered in military time.
Location:	Location where your event will be held.
Cost:	Cost of your event. This can either be numerical (e.g. 10.00) or text-based (e.g. Students: \$10; Employees \$15).

DESCRIPTION

The description contains the copy of your news item. Likewise, if posting an event, the entire event description should be noted in the body. This section of the form also includes other information such as the sponsoring organization(s) and web address.

Description	
If posting a News item, please include entire copy. If posting an event, the event description should be included.	
Body:	
B <i>I</i> <u>U</u> ABC ↶ ↷ 📁 ☰ ☷	
Sponsor:	----- ▾
Co-Sponsor:	----- ▾
Web Address:	

Body:	Text that will be displayed on the web or on MySanDiego about your event. If News this will contain the copy of your item. <ul style="list-style-type: none"> • Important note: please clear any formatting of your news or event item by copying and pasting the text into a program such as Notepad and then copying and pasting the cleared text into the Body.
Sponsor:	Organization that is sponsoring the event or news.
Co-Sponsor:	Co-organization that is sponsoring the event or news.
Web Address:	The web address (URL) to your departmental web site or a page providing more information about your news or event. This must be in the form http://www.sandiego.edu .

PUBLIC CONTACT INFORMATION

All posts must have public contact information. This should be the name, email, and phone number of an employee or representative that the general public can call for more information about the posting.

Public Contact Information	
Who can the public reach for more information?	
* Contact Name:	<input type="text"/>
* Contact E-Mail:	<input type="text"/>
* Contact Phone Number:	<input type="text"/>

*	Contact Name:	Person that can be contacted for more information.
*	Contact E-mail:	Contact's email address.
*	Contact Phone:	Contact's phone number; should be in format (xxx) xxx-xxxx.

MEDIA

Any post can have an accompanying image or attachment (pdf) for supplementary information or reference. Please crop images before posting and do not try to place images directly from a digital camera, which can be quite a large file size.

Media		
Image:	<input type="button" value="Choose File"/> no file selected	Allowed files: jpeg, jpg, pjpeg, gif or png.
Attachment:	<input type="button" value="Choose File"/> no file selected	Allowed files: pdf.

Image:	Image that will accompany your post on the website or MySanDiego portal. Images must have one of the following extensions: .gif, .jpg, or .jpeg. You can use image editing software such as Adobe Photoshop or GraphicConverter for optimizing or cropping images. <ul style="list-style-type: none"> • Important note: please attach images no bigger than sized 300x300. • The system only accepts one photo per post
Attachment:	Supplementary file in pdf format.

NOTES

Notes can be included with your post and will not be displayed on the website or portal with your posting. Please address these to the Posting Manager for any special requests or issues.

Notes	
Notes:	
Not for display, for additional information to the Posting Manager only.	

Notes:	Notes are to be used for special requests or issues and will not be displayed on the USD website or MySanDiego portal.
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SUBMITTING YOUR POST

Once you have completed the form, please click "Submit" to send the information you have entered into the posting system.

<input type="submit" value="Submit"/>







You should check your requested destination(s) within 24 hours to see your posting online.

Please also note that your item may not necessarily be posted to the place(s) you request. For example, you may request that something be posted to the USD home page. There are a total of four news and events items available for posting to the USD home page and staffing in University Relations will select which items will be queued for and displayed on the main page. We will work with the poster to find alternative destinations, such as the MySanDiego portal or the departmental home page and vice versa.

YOUR DEPARTMENTAL HOME PAGE [EXAMPLE]

<p>Contact Information</p> <p>Phone (619) 260-4627 usdengr@san Diego.edu</p> <p>Loma Hall Office Hours: 8 a.m. - 5 p.m.</p> <p>University of San Diego 5998 Alcalá Park San Diego, CA 92110</p> <p>View Directory</p>	<p>From the News Center</p> <p>University of San Diego Ranks Among Nation's Best 09.23.11</p> <p>Summer Bridge Prepares SSS Students to Succeed 08.30.11</p> <p>NJROTC Camp Focuses on Engineering, College 08.2.11</p> <p>See more News</p>	<p>Events</p> <p>OCT 6 ENGR 101 Junior/Senior Panel Discussion</p> <p>NOV 1 Engineering Career Fair</p> <p>NOV 10 ENGR 101 Alumni Panel Discussion</p> <p>See more Events</p>
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YOUR DEPARTMENTAL ARCHIVE OF NEWS AND EVENTS [EXAMPLE]

<p>UNIVERSITY OF SAN DIEGO English</p> <p>Founders Hall 173 5998 Alcalá Park San Diego, CA 92110 Phone: (619) 260-4783 Fax: (619) 260-4227 carlap@san Diego.edu</p> <p>DEPARTMENT CHAIR</p>  <p>Mary Hotz, R.S.C.J., Ph.D. mhotz@san Diego.edu</p> <p>MEDIA CONTACT Melissa Wagoner mwagoner@san Diego.edu (619) 260-4659</p> <p>Find us:     </p>	<p>College Home > English > Events</p> <h3>Events</h3> <p>2011 2010 2009</p> <hr/> <h4>Events</h4> <hr/> <p>February 2011</p> <table border="1"> <tr> <td>Fri</td> <td>18</td> <td>Lindsay J. Cropper Lecture Series: David Mullins and Deniz Perin</td> </tr> </table> <p>May 2011</p> <table border="1"> <tr> <td></td> <td>May 29-Jun 18</td> <td>Study Abroad In Jamaica: Summer 2011</td> </tr> </table> <p>June 2011</p> <table border="1"> <tr> <td></td> <td>May 29-Jun 18</td> <td>Study Abroad In Jamaica: Summer 2011</td> </tr> <tr> <td>Sun</td> <td>12</td> <td>Poetry Reading: Poems Inspired by Science</td> </tr> <tr> <td>Tue</td> <td>14</td> <td>History and Philosophy of Science</td> </tr> <tr> <td>Tue</td> <td>14</td> <td>New Languages for New Realities: Literature, Poetry, and Hypertext</td> </tr> </table> <p>September 2011</p> <table border="1"> <tr> <td>Tue</td> <td>20</td> <td>Barrie Cropper Lecture on Creative Writing: Jerry Farber</td> </tr> <tr> <td>Fri</td> <td>23</td> <td>Cropper Writers Series: Ron Carlson</td> </tr> </table> <p>October 2011</p> <table border="1"> <tr> <td>Fri</td> <td>21</td> <td>Lindsay J. Cropper Memorial Writers Series: Claudia Rankine, Poet</td> </tr> </table> <p>November 2011</p> <table border="1"> <tr> <td>Fri</td> <td>11</td> <td>Lindsay J. Cropper Memorial Writers Series: Halina Duraj</td> </tr> </table>	Fri	18	Lindsay J. Cropper Lecture Series: David Mullins and Deniz Perin		May 29-Jun 18	Study Abroad In Jamaica: Summer 2011		May 29-Jun 18	Study Abroad In Jamaica: Summer 2011	Sun	12	Poetry Reading: Poems Inspired by Science	Tue	14	History and Philosophy of Science	Tue	14	New Languages for New Realities: Literature, Poetry, and Hypertext	Tue	20	Barrie Cropper Lecture on Creative Writing: Jerry Farber	Fri	23	Cropper Writers Series: Ron Carlson	Fri	21	Lindsay J. Cropper Memorial Writers Series: Claudia Rankine, Poet	Fri	11	Lindsay J. Cropper Memorial Writers Series: Halina Duraj
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MySANDIEGO PORTAL [EXAMPLE]



The screenshot displays two sections from the MySANDIEGO PORTAL. The top section is titled "News" and contains a list of four items: "A message to the campus community", "Hoping to Fit the Bill", "USD Gets Its Man: Gonzaga Assistant", and "Service Jobs Offset Construction Slump". The bottom section is titled "Events" and lists three events: "Apr 21: 3rd Annual Charity Golf Tournament", "April 18: Special Seminar Presentation", and "Apr 16: Conversations with Carmen". Both sections include standard window control icons (minimize, maximize, close) in the top right corner.

News

- [A message to the campus community](#)
- [Hoping to Fit the Bill](#)
- [USD Gets Its Man: Gonzaga Assistant](#)
- [Service Jobs Offset Construction Slump](#)

Events

- [Apr 21: 3rd Annual Charity Golf Tournament](#)
- [April 18: Special Seminar Presentation](#)
- [Apr 16: Conversations with Carmen](#)

AP STYLE GUIDELINES

Please note that posts are pending review for AP style. All materials published by the University of San Diego whether print or web must be written in AP style.

Generally postings will be approved. If there is an occasion where an item is not approved, the person submitting the post will receive an e-mail with a description of why the item was refused. In most cases there will be more information or some form of clarification needed, in which case the poster can work with the Posting Manager to make changes and approve.

The following are general AP style guidelines for reference. A more complete guide can be downloaded at <http://www.sandiego.edu/marketing/identity-writing.php>.

ABBREVIATIONS

1. **Academic degrees.** Use the abbreviation Dr. only before the name of a person who holds a medical degree. Do not use the title Dr. before the names of people who hold other doctorate degrees or honorary doctorate degrees. In those cases, the degrees should be listed after the person's name. (Jane Smith, PhD) Do not use periods in the abbreviations of degrees. (BA, MA, JD, LLM, PhD., EdD) Set off academic abbreviations with commas when used in the middle of a sentence. (Jane Smith, JD, was the keynote speaker.)
2. **Ampersand (&).** The ampersand may only be used in the title of the Joan B. Kroc Institute for Peace & Justice. Do not abbreviate and in any other context.
3. **Building names.** Do not abbreviate any campus building names except Joan B. Kroc Institute for Peace & Justice (IPJ). You may abbreviate this when referencing it for a second time in a paragraph.
4. **Months.** Never abbreviate months when they do not immediately precede a date. (We got married in September last year.) When the name of a month immediately precedes a date, abbreviate it, but only if the month's name is six letters or longer. (We met Aug. 6 last year and got married March 5.)

5. **Time.** Use a.m. or p.m. Lowercase with periods. Do not use :00 for hour (10 a.m., not 10:00 a.m.) Avoid redundancies such as 10 a.m. in the morning.
6. **Web addresses.** Leave out the http:// for most applications and just use www.

CAPITALIZING

Avoid random capitalization. Do not capitalize for emphasis. Do not use exclamation points.

1. **In a headline.** Capitalize all words in a title or headline except articles (a, an, the) and prepositions (of, on, to, at, in). Do not use all caps. (Students Engage in Community Outreach)
2. **Of a title.** Capitalize only when they precede a name. (Provost John Smith) Lowercase in all other instances. (John Smith, provost of the university)
3. **Names.** Proper names should always be capitalized. Capitalize university when it is part of a proper name. (University of San Diego) Lowercase in all other references (There are more than 7,000 students at the university.) Lowercase school when referring to more than one of the university's schools or when referencing anything other than the formal names of the schools. (Students applied to the schools of law and business. The student applied to the law school, the business school and the nursing school. The student will attend the School of Business Administration.) Formal name of a degree is capitalized. (John Smith received a Bachelor of Science in chemistry.)
4. **Church.** Capitalize as part of a formal name of a building, a congregation or a denomination. (St. Mary's Church, The Roman Catholic Church) Lowercase in phrases where church is used in an institutional sense. (The church teaches that God is love.)
5. **Religious titles.** Treat as all titles: spell out and capitalize in front of name. (Father John Smith, Sister Anne Smith, Monsignor John Smith, Brother John Smith) Exception is Reverend, which is abbreviated Rev. and always preceded by the. (The officiate was the Rev. John Smith.)

QUOTATION MARKS AND ITALICS

1. **Book and magazine titles.** Italicize without quotes.
2. **Movie titles.** Put quotations around title. Do not italicize.

OTHER COMMON AP STYLE QUESTIONS

academic degrees: The preferred style is to avoid abbreviation and to spell out degrees whenever possible. (Example: John Jones, who has a doctorate in leadership studies). Use an apostrophe when spelling out degrees. (Examples: bachelor's degree, master's degree) Use abbreviations – such as BA, MA, JD, LLM and PhD – when the preferred form is cumbersome. Academic abbreviations should be set off by commas when used in the middle of a sentence. (Example: Jane Smith, JD, was the keynote speaker.) On occasion it may also be appropriate to use formal names of degrees. (Examples: John Smith received a Master of Arts in history. Jane Jones received a Bachelor of Science in chemistry. Michael White received his Juris Doctor in 2002. Mary Phillips is earning a Doctorate of Philosophy in the school of nursing.)

academic titles: Capitalize and spell out formal titles such as chancellor, chair, etc., only when they precede a name. This includes any modifiers germane to the title. Lowercase in all other instances (Examples: Provost John Smith; but John Smith, who serves as provost at the university.)

area codes: All area codes should be referenced with parentheses. (Example: To order tickets, call (619) 260-4600.)

bachelor of arts, bachelor of science: A bachelor's degree or a bachelor's is acceptable in any reference. Use the abbreviations BA or BS when the preferred form is cumbersome. The abbreviations should contain periods. The academic abbreviation should be set off by commas when it appears in the middle of a sentence. (Example: Jane Smith, BA, was the keynote speaker. John Jones, BS, was named director of the program.) On occasion it may also be appropriate to use formal names of degrees. (Examples: Jane Smith received a Bachelor of Arts in history. John Jones received a Bachelor of Science in chemistry.)

board of directors: Capitalize only when referring to the proper name of a specific board of directors. (Example: The National Filmmakers Board of Directors meeting will be held in August.) Lowercase in general uses.

Board of Trustees: Capitalize.

book titles: Book titles should be italicized. Capitalize the principal words, including prepositions and conjunctions of more than four letters. Capitalize articles the, a, an, or words of fewer than four letters if it is the first or last word in a title.

course titles, class titles: Capitalize formal titles. (Examples: He enrolled in History 201 and in Political Science 201 this semester.) Lowercase general uses. (Example: He is taking history and political science classes this semester.)

class years and degrees: List the graduation years and academic degrees for alumni in the following ways:

Single degree: David Jones '90 (BA) Mary (Daly) Smith '90 (MEd)
Multiple degrees: David Jones '90 (BA), '92 (MEd) Mary (Daly) Smith '90 (BA), '92 (MEd)

departments: Capitalize only when referring to the formal name of a department. Do not abbreviate. (Example: Department of History). Use lowercase for general references or when using only a portion of the formal name of the department. (Examples: the history department, the chemistry department.)

doctor, Dr.: When referencing people who hold doctorate degrees or honorary doctorate degrees, list their name and doctorate degree on first reference (Example: Jane Smith, PhD) In subsequent references, it is acceptable to list the Dr. abbreviation before the person's last name (Example: Dr. Smith will be lecturing on the evolution of U.S. foreign policy in the Middle East.)

EdD: When referencing people who hold doctorate degrees or honorary doctorate degrees, list their name and doctorate degree on first reference. The degree should be set off by commas if it comes in the middle of a sentence. (Example: John Jones, EdD, was named as president of the university.) In subsequent references, it is acceptable to list the Dr. abbreviation before the person's last name.

http://: Delete the acronym, slashes and colon that typically precede most Web sites. However, if a site address does not begin with *www.*, the *http://* is necessary. See the entry for URL listings, Web site addresses and domain names for additional information.

lecture or speech titles: Capitalize the principal words, including prepositions and conjunctions of more than four letters. Capitalize articles *the*, *a*, *an*, or words of fewer than four letters if it is the first or last word in a title. Put quotation marks around the title.

magazine titles: Magazine titles should be in italics, without quotes. (Example: The students read an article in *Time* magazine.) Verify the official name of the magazine and avoid capitalizing and italicizing the word *magazine* if it is unnecessary. (Examples: *Time* magazine, but *USD Magazine*.)

months: Months are spelled out when they stand alone or are listed with only a year. When a phrase lists only a month and a year, do not separate the year with comma. When used with a specific date, abbreviate January, February and August through December. Spell out March, April, May, June and July. (Examples: The event takes place in September. The event takes place in September 2008. The event takes place Sept. 20, 2008. The event was held in May 2002. The event was held on May 18, 2002.) The exception to this rule is when referring to a month in an invitation. In invitations for university events all months of the year are to be spelled out and not abbreviated. See the invitations entry for additional information.

numbers: Spell out numbers zero through nine. (Example: She purchased four books for the class.) Use numerals for 10 through 999,999. Use a comma in numbers above 999. (He registered for 15 units. There are more than 7,000 students at the university) Express numbers larger than that with a combination of numerals and words. (Example: There are more than 3.5 million residents in the city.) Spell out first through ninth, starting with 10th use figures when they indicate sequence in time or location. (Examples first base, the First Amendment, he was first in line. He was 10th in line.) Use 1st, 2nd, 3rd, 4th, etc. when the sequence has been assigned in forming names are geographic, military or political designations: (Examples: 1st Ward, 7th Fleet, and 1st Sgt.)

ordinals: Spell out first through ninth, starting with 10th use figures when they indicate sequence in time or location.

(Examples first base, the First Amendment, he was first in line. He was 10th in line.) Use 1st, 2nd, 3rd, 4th, etc. when the sequence has been assigned in forming names are geographic, military or political designations: (Examples: 1st Ward, 7th Fleet, and 1st Sgt.)

percent: Lowercase. Do not use the % symbol. (Right: The assignment was 45 percent of the grade. Wrong: The assignment was 45% of the grade.) It takes a singular verb when standing alone or when a singular word follows an article of construction. (Examples: The teacher said 60 percent was a failing grade. He said 50 percent of the membership was there.) It takes a plural verb when a plural word follows an article of construction. (Example: He said 50 percent of the members were there.)

schools: Schools is lowercase when referring to more than one of the university's schools or when referencing anything other than the formal names of the schools. (Examples: Students applied to the schools of law and business administration. The students applied to the law school, the business school and the nursing school.)

states: The names of certain states are abbreviated when used in conjunction with a city name (Examples: Ventura, Calif.; Portland, Ore.) When used in a sentence, offset the state abbreviation with commas (Example: The population of Mobile, Ala., grew by 10 percent last year.). Use postal abbreviations (listed below in parentheses) only for postal addresses.

years: Use figures, without commas. (Example: 1975). Use an s without an apostrophe to indicate spans of decades or centuries. (Examples: the 1890s, the 1800s, the 1990s, the '90s.) Years are the lone exception to the rule in numerals that a figure should not start a sentence. (Example: 1976 was a good year.) When referring to an academic year, list it without abbreviation. (Example: The scores went up during the 2002-2003 school year.)

CONTACTING US

Please email mypostings@sandiego.edu with any questions, issues, or other suggestions you have in regard to MyPostings.

Please email us with any changes to an already submitted or approved post rather than filling out a new post.