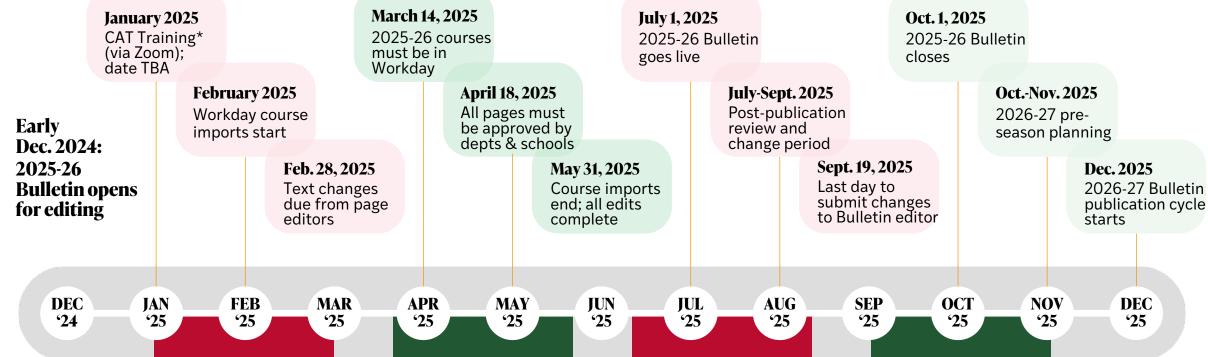
Bulletin Editor Contact Info

Jennifer Gann jennifer.gann@wustl.edu 314-935-3588 Or contact me via Teams

2025-26 Washington University Bulletin Publication Timeline

Visit the Bulletin User Guide

https://sites.wustl.edu/bulletin/(Log in with your WUSTL Key)



*Contact the Bulletin editor to sign up for training.

- Owners navigate to their school/dept pages on https://nextbulletin.wustl.edu/
- When all text edits are complete, they click the green Start Workflow button.

- Approvers receive emails when pages are ready for review.
- They go to https://nextbulletin.wustl.edu/ courseleaf/approve/ and select their role (e.g., ArtSci Approval) from the dropdown menu.
- They can make additional edits, rollback pages to previous editors, or approve.

- Throughout the publication cycle, the Bulletin editor reviews pages for style, grammar, and formatting and communicates with owners and approvers as needed.
- The Bulletin pages are turned over to the software developer 2 weeks before publication for preparation.

- After publication, the Bulletin editor creates PDFs for each school and works through any post-publication changes.
- When the Bulletin officially closes, this is a good time to contact the Bulletin editor with ideas for new things you'd like to do with your pages or overall organization the next year or if you have other significant changes coming.