

Bulletin Editor Contact Info

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Visit the Bulletin User Guide

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

2025-26 Washington University Bulletin Publication Timeline

**Early
Dec. 2024:
2025-26
Bulletin opens
for editing**

January 2025
CAT Training*
(via Zoom);
date TBA

February 2025
Workday course
imports start

Feb. 28, 2025
Text changes
due from page
editors

March 14, 2025
2025-26 courses
must be in
Workday

April 18, 2025
All pages must
be approved by
depts & schools

May 31, 2025
Course imports
end; all edits
complete

July 1, 2025
2025-26 Bulletin
goes live

July-Sept. 2025
Post-publication
review and
change period

Sept. 19, 2025
Last day to
submit changes
to Bulletin editor

Oct. 1, 2025
2025-26 Bulletin
closes

Oct.-Nov. 2025
2026-27 pre-
season planning

Dec. 2025
2026-27 Bulletin
publication cycle
starts

DEC
'24

JAN
'25

FEB
'25

MAR
'25

APR
'25

MAY
'25

JUN
'25

JUL
'25

AUG
'25

SEP
'25

OCT
'25

NOV
'25

DEC
'25

*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.