Workflow Graduate Divisions

This is the standard workflow for moving content for the Graduate Announcements through the production cycle.

Notes:

- **Only** click the Start Workflow button once your content is mature. Ask yourself, "is it ready to be reviewed critically?" **Note:** after you start workflow, you cannot go back to edit your content once the next workflow unit begins their review. To use a sports analogy, once you start workflow, the next player has the "ball" and you can't do anything with it until they "pass" it back to you. Of course, you can always call or e-mail your area DOS and ask them to punt the page back to you.

- **Area Deans of Students** will review your department's content and may roll back content directly to you (or they may make changes themselves). If they ask you to make changes, re-submit your page when finished so they can review it again. When your page is complete, they will forward the page to the Registrar's Office.

- **Registrar** will make one final review before publishing. Again, the Registrar may roll back content directly to anyone who is before them in the workflow.