

## MFA PROGRAM IN WRITING COMMUNICATIONS INFO

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### GOOGLE CALENDAR

Our shared Google Calendar was created by former students to give us an at-a-glance look at upcoming program events and deadlines. *It also allows students and faculty to publicize any event or project deadline without going through the office.* Items posted to the calendar by office staff include Friday Seminar & Pizza Readings, CCA's general Academic Calendar events, Graduate Lecture Series, and the Thesis Calendar. Faculty and students can create any kind of event.

#### Access the CCA Writing Events Google Calendar:

1. Go to <http://www.google.com/calendar>
2. Group username is: **writingevents**
3. Password is: **calendar**
4. Select **Sign in**

The URL links directly to the CCA Writing Events calendar. You can view all events.

#### To add an event:

1. Click **Create Event** (upper-left corner)
2. Fill in all relevant event information (what, when, where, description, etc.) *Note:* Be certain the Calendar field reflects **CCA Writing Events**
3. Click **Save** (at the bottom of this screen)

### WALL CALENDARS (LOCATED WITHIN THE WRITERS' STUDIO)

During the academic year, weekly, monthly, and Friday Seminar calendars are posted above each computer station.

### WRITING DIGEST\*

The Writing Digest is an email listserv that allows subscribers to inform subscribers of writing events, calls for submissions, and other information related to CCA community (roommates ads, nonwriting events, etc). Subscribers include current students, alumni, and faculty.

**Here's how it works:** Send your email to [WritingDigest-L@cca.edu](mailto:WritingDigest-L@cca.edu). The listserv generates daily email digests sent at noon.

*\* Program staff are currently exploring alternative ways to share information among ourselves.*

### TERESA'S EMAILS

Teresa includes departmental information in email sent from her CCA address. Please be sure to read all email sent from [twalsh@cca.edu](mailto:twalsh@cca.edu).