College Document #	COAS017
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CATALOG YEAR <u>2006-2007</u> (Please use separate form for each add/change)

COLLEGE/SCHOOL:	College of Arts & Sciences	
Current Catalog Page(s) Affected	p. 335	
Course: Add: Change: X	Delete: Number Title SCH Description Prerequisite	
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Approvals:	Signature	Date
Chair Department Curriculum Committee	Judith Ann Warner John Kilburn Tham Digitally signed by John Kilburn (2 U.S. O = 1 John Kilburn (2 U.S. O = 1 John Kilburn (3 U.	_11-15-2005_
Chair Department Chair	Neal McReynolds Digitally signed by Neal McReynolds Or = NaMick Of Biology and Chemistry Detection of Biology and Chemistry Detect 2005.11.29 11:03:59 -06:00*	
College Curriculum Committee Dean	Dr. Nasser Morrayezi - Dean Digitally algred by Dr. Nasser Morrayezi - Dean Dic CH * Dr. Nasser Morrayezi - Dean C * U.S. O * Texas Administration Uniformatic Office of Ch. S Dean's Office Office of Ch. S Dean's Office Office of Ch. S Dean's O	

Directions for the Digital Sender

- 1. Insert document upwards with the top of the document towards the machine
- 2. Using the **TAB** key select the email **From:** box (the first button on the left of the screen)
- 3. Using the key board enter the sender's email (the @ is created by pressing the Alt button and the W and the same time)
- 4. Using the **TAB** key select the email **To**: box (the first button on the left of the screen)
- 5. Using the arrow keys located to the right of the screen press the down arrow twice until the **To:** is highlighted
- 6. Select **ok** from the screen (the first button from the left)
- 7. Using the key board enter the recipient's email (the @ is created by pressing the Alt button and the W and the same time)
- 8. Once the **To:** has been entered, press the green button located to the right of the screen next to the up arrow
- 9. The document is now being sent to the email recipient
- 10.Once the document is returned to the bottom tray, it is ready to be removed
- 11. Select the back button from the screen (last button on the right)
- 12. Finished!