

Guidelines for Class Notes:

Class Notes is one of the most popular features of Regis University Magazine. We love hearing from our alumnus and sharing your news. If you'd like to send an update about yourself, here are some basic guidelines:

- Class Notes is one of the first sections we finish, and usually we stop compiling Class Notes two months before you receive the publication. If you sent an item to us and you don't see it here, it's probably because we're holding onto it and will run it next time. If you want to check on your Class Note, e-mail alumni@regis.edu
- All information must be submitted in writing (e-mail, fax or mail). No telephone submissions will be accepted. Submissions must also include your contact name, address and telephone number. **Information must be submitted by the alumnus him/herself!**
- **Please remember that the focus of Class Notes is on the Regis/Loretto alumni/ae.** Please limit information about family members who are not Regis/Loretto graduates.
- Unfortunately, we don't have space to run photos, so please don't send them.
- To make room for everyone's news, we ask that you keep your information around **50 words**.
- We do not run information about upcoming marriages, births or other occasions. Because things don't always work out as planned and also because we have such a long time between issues, we prefer to share your happy news after the event has occurred.
- The University editorial staff reserves the right to edit all submissions to conform to University guidelines. We make every effort to avoid the inclusion of conjecture, rumor, and inaccurate, misleading or defamatory information.
- We strive to publish the most recent news about Regis/Loretto alumnus; however, information submitted on employment or city of residence, for example, can become outdated quickly. Alumni/ae are encouraged to contact the University whenever they have news about job changes, relocation, awards, and other important milestones.