METROPOLITAN STATE UNIVERSITY OF DENVER
EDITORIAL STANDARDS

Adhering to a consistent set of editorial standards is critical to the enhancement of MSU Denver's image and reputation. For more information about the University's brand and brand standards, visit Brand Central. **msudenver.edu/brandcentral**

Consistent editorial style enhances the effectiveness of MSU Denver communications. Apply these guidelines when writing and editing non-academic communications for MSU Denver, including publications, speeches, web copy and news releases. (These guidelines are not intended for technical or academic writing.) They apply to written material intended for audiences that span the wide range of MSU Denver constituencies, from the campus community to the general public.

For topics not covered in the Editorial Standards Guide, refer to the Associated Press Stylebook as a primary reference.

Questions?
Email brandcentral@msudenver.edu

USING OUR NAME

The strength of our brand relies on consistent, appropriate use of the University's name. Always use the full name **Metropolitan State University of Denver** when you refer to the University for the first time in a publication, on a website or in a video or other communication piece. On second reference, use either **MSU Denver** or **the University** (exception to the standard rule of capitalization).

- Do not use "the" prior to the full name, as in: The Metropolitan State University of Denver offers 98 undergraduate majors.
- Do not use "of" in the shortened name, as in: MSU of Denver offers 98 undergraduate majors.
- Do not refer to the institution as "Metro" or "Metro State."
- Never use "University of Denver" in a stand-alone context when writing about MSU Denver. Ensure that lines do not break to read "University of Denver."
- Do not use the acronyms MSU or MSUD to describe the University.

STYLE GUIDELINES

Academic degrees

Spell out and use the lower case for degrees: bachelor's degree, master's degree or doctorate. Use an apostrophe in bachelor's degree and master's degree. Example: She holds a master's degree in mathematics.

But there is no apostrophe in Bachelor of Arts, Bachelor of Science or Master of Science, etc., each of which is capitalized as a proper noun. Example: He earned a Bachelor of Arts in history.

When referring to alumni in a list format, an abbreviated form is acceptable. Use parentheses and an apostrophe with a shortened class year. Example: Barbara Klein (B.A. sociology, '97).

If the subject has a doctoral degree, use Ph.D., M.D., Ed.D., J.D., etc., after the person's full name. Never use "Dr." before a name, even for medical doctors (this contradicts AP style).

Examples: Jane Jones, Ph.D., is the dean of the college; Rob Smith, M.D., teaches in the Health Institute.

While not encouraged, some exceptions may be made for advertising/marketing copy, where design can take precedent over editorial style.

Academic departments and University offices

Uppercase "Department" or "Office" in the official and complete formal name and the informal name. Example: MSU Denver Department of Accounting or Accounting Department.

Use lowercase for the word "department" when it stands alone. Example: She's been with the department for three years.

Academic titles

Capitalize and spell out formal titles such as Professor, Associate Professor, Dean, President and Professor Emeritus only when they precede a name on first reference. Example: Dean Christian Hardigree or Professor Matt Makley, Ph.D.

A title used after a name is lowercased: Christian Hardigree, dean of the School of Hospitality, presented research at a conference.

The title is dropped completely on second reference, and only the name is used. Example: President Janine Davidson, Ph.D., presented at a conference this week. Davidson spoke about the value of higher education.

Acronyms

Acronyms should be used sparingly and only after spelling out words on first reference. In print, web and advertisement copy going to external audiences, use them only when spelling out isn't an option (usually for space reasons) or when the acronym is more recognized by the audience than the full name. It is more acceptable to use acronyms in internal communications.

In most cases, when spelling out a formal name on first reference, there is no need to put its acronym in parentheses following the name. Simply use the acronym on second reference.

Exception: If the letters in an acronym do not directly correspond to the words represented in the formal name, place an acronym in parentheses after the first reference.

Acronym Examples

Aerospace and Engineering Sciences
When referring to the educational program, follow with "Initiative." When referring to the building, designate as such. On first reference, refer to the Aerospace and Engineering Sciences Initiative/Building. AES is acceptable on second reference for internal audiences.

Auraria Higher Education Center
Auraria Campus is the preferred usage; Auraria Higher Education Center is also acceptable. AHEC is acceptable on second reference for internal audiences if the first reference is to the Auraria Higher Education Center. BUT: If the first reference is to Auraria Campus, do not use AHEC as a second reference.

Board of Trustees
Do not use an acronym to refer to this board. On second reference, use the board.

Center for Advanced Visualization and Experiential Analysis
On first reference, the preference is to refer to the Metropolitan State University of Denver Center for Advanced Visualization and Experiential Analysis, the MSU Denver Center for Advanced Visualization and Experiential Analysis or the Center for Advanced Visualization and Experiential Analysis at MSU Denver. CAVEA is acceptable on second reference. CAVEA or the room number (JSSB 420) is also acceptable when trying to save space in text or addressing an audience that is already familiar with the center.

Center for Equity and Student Achievement
CESA is acceptable on second reference.

Center for Individualized Learning
Do not use an acronym to refer to this center.

Center for Visual Art
CVA is acceptable on second reference.

Classroom to Career Hub
C2 Hub is acceptable on second reference for internal audiences only. Never use Classroom 2 Career Hub.

College of Business
Do not use an acronym to refer to this college.

College of Letters, Arts and Sciences
CLAS is acceptable on second reference for internal audiences only.

College of Professional Studies
Do not use an acronym to refer to this college.

Colorado Department of Higher Education
CDHE is acceptable on second reference.

Colorado Opportunity Fund
COF is acceptable on second reference.

Community College of Denver
CCD is acceptable on second reference.

Hispanic-Serving Institution
Always hyphenated. HSI is acceptable on second reference.

School of Hospitality
   Formerly Hospitality, Tourism and Events and School of HEaT. Do not use an acronym to refer to this school.

Hotel and Hospitality Learning Center
   HLC is acceptable on second reference. Use full name when describing the entire academic center.

Information Technology Services
   ITS is acceptable on second reference.

Innovative and Lifelong Learning
   Do not use an acronym to refer to this program.

Jordan Student Success Building
   JSSB is acceptable on second reference for internal audiences.

One World One Water Center for Urban Water Education and Stewardship
   OWOW, the One World One Water Center or the center are acceptable on second reference.

Regional Transportation District
   RTD is acceptable in all references to the metropolitan Denver and Front Range transit system.

Rocky Mountain Athletic Conference
   RMAC is acceptable on second reference.

School of Education
   Do not use an acronym to refer to this school.

University of Colorado Denver
   CU Denver or UCD is acceptable on second reference. Do not use CUD

Advancement
In higher education, advancement refers to fundraising. At MSU Denver, University Advancement includes the Office of Alumni Relations, the Office of Development and the MSU Denver Foundation.

See Office of Alumni Relations

Advisor, adviser
The -or ending (advisor) is preferred over the -er ending (adviser). This is contrary to the AP Stylebook.

Affiliate
Used to describe faculty hired on a temporary track. Do not use "adjunct."

African American
No hyphen.

See Black, Diversity and inclusion; People of color, students of color

Alumni
Alumni is the general-use term for former students of the University, whether or not they graduated from MSU Denver. Use alumni to refer to a group of men and women who attended MSU Denver.

Gender-specific forms of the word are as follows: alumna (singular, female), alumnae (plural, women only), alumnus (singular, male), alumni (plural, men only or men and women).

The term alum (plural: alums) is slang for alumnus or alumna. Use it only in informal usages. Avoid the cumbersome alumnus/a or alumnus/alumna by using the word graduate.

See: Alumni class years, Alumni Association, Office of Alumni Relations

Alumni Association
The Alumni Association is an organization made up of MSU Denver alumni, governed by the Alumni Association Board of Directors, referred to more familiarly as the Alumni Association Board.

Alumni class years
If it is necessary to specify a graduate's degree, class year and major, the preference is to write the information out. Example: Barbara Klein, a 1997 graduate in sociology, recently published her first novel.

In a list format or to save space, an abbreviated form is acceptable. Use parentheses and an apostrophe with a shortened class year. Examples: Barbara Klein (B.A. sociology, '97) recently published her first novel; John McQueen (B.A. history, '83 and M.S. cybersecurity, '12) got a new job. For alumnae who have changed their name, include the birth name in parentheses before the married name. Example: Joanne (Clark) Hospel (B.A. math '74).

Asian American
No hyphen.

See Diversity and inclusion; People of color, students of color

ASSET bill
Signed into law April 29, 2013, the Advancing Students for a Stronger Economy Tomorrow bill allows eligible undocumented students to pay in-state tuition and receive the College Opportunity Fund stipend at Colorado public colleges and universities as long as they meet certain qualifications.

Use the full name on first reference. The ASSET bill is acceptable on second reference. ASSET can also be used as a modifier on second reference. Examples: The Advancing Students for a Stronger Economy Tomorrow bill has had a remarkable impact on students; eligible students benefit from the ASSET bill; ASSET students can get support in the Jordan Student Success Building.

See DACA and Undocumented immigrant

Black
Use as capitalized to reflect racial, ethnic or cultural matters. Examples: Black people, Black scholars, Black literature. "African American" may also be acceptable; however, the terms are not necessarily interchangeable. Follow individual preference as available and be as specific as possible. See also African American; Diversity and inclusion; People of color, students of color.

Board of Trustees
Use uppercase when it refers to MSU Denver's governing body.
   Example:
      The Board of Trustees will meet on Monday.

But use lowercase when referring to the board by itself or trustees by themselves.
   Example:
      The board will meet in February with most trustees attending.

Buildings and classrooms

Specific buildings and classrooms are generally capitalized, as follows. As a general rule, avoid obscure and ever-evolving campus abbreviations.

- Administration Building
- Aerospace and Engineering Sciences Building: AES Building is acceptable on second reference.
- Auraria Library
- Arts Building
- Auraria Early Learning Center
- Beverage Analytics Quality Assurance/Quality Control Laboratory: Beverage Analytics QA/QC Laboratory is acceptable on second reference.
- Boulder Creek (formerly the Technology Building)
- Central Classroom
- Cherry Creek (formerly South Classroom)
- Clear Creek (formerly St. Francis Center)
- Emmanuel Gallery
- Golda Meir House
- Health Center at Auraria
- Hotel and Hospitality Learning Center: HLC is acceptable on second reference for internal communications, but please note the potential for confusion with the Higher Learning Commission.
- Jordan Student Success Building: JSSB is acceptable on second reference for internal communications.
- King Center
- North Classroom
- Physical Education Events Center: PE Events Center is acceptable on second reference.
- Plaza Building
- Regency Athletic Complex
- Science Building
- Seventh Street Classroom
- SpringHill Suites Denver Downtown
- St. Cajetan's
- Tivoli Student Union
- West Classroom

Chicano

A term that Mexican Americans in the U.S. Southwest sometimes use to describe their heritage. Use only if it is a person's preference or when referencing the MSU Denver Department of Chicana/o Studies.

See Diversity and inclusion; Hispanic; Latino, Latina, Latinx; People of color, students of color

Commencement

Uppercase when referring to the MSU Denver graduation ceremony.
   Example:
      Register for Commencement by Friday.
      The Fall Commencement ceremony took place on Saturday.

Committees, Councils
Capitalize the formal names of groups and committees, such as Faculty Senate and President's Advisory Council. Use lowercase for the words committee or council when they stand alone.

Composition titles
Capitalize and place quotation marks around titles of articles, books, computer games, lectures, movies, operas, plays, poems, radio shows, song titles, speeches, TV shows, works of art or art exhibits. Do not use italics. Exceptions to this are religious texts such as the Bible or the Quran, as well as reference books; these do not take quotation marks.

See publication titles for newspapers, magazines and journals.

Course names
Use uppercase only for specific course names that differ from a normal generic reference.

Examples:
His course analyzed early modern art.
She taught a class called Early Modern Art.
She taught Global Environmental Challenges.

Do not use numbered class listings (such as Chemistry 1800) except in certain internal contexts, such as a list of major requirements.

Coursework
Preferred use is one word, rather than course work.

Cyber
Follow the general rule for prefixes and do not use a hyphen: cybersecurity, cyberattack, cyberbullying, cybercafe. An exception would be proper nouns such as Cyber Monday or National Cyber Security Awareness Month.

Dates
When a month is used with a specific date, abbreviate the following: Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out the month when using it alone or with a year alone. When used with a complete date, use a comma before and after the year. In a partial date, the year is not set off in commas.

Examples:
On June 30, 2004, the fiscal year ended.
His birthday is Jan. 23, 1971.
Classes will resume in August 2005.
What began in spring 2003 ended in summer 2004. The show runs Oct. 8, 2013, through Feb. 8, 2014.

Never add the ordinal suffix (1st, 2nd, 3rd, 15th) to the day of the month.

Correct: He will arrive March 26
Incorrect: He will arrive on March 26th.

Use the word "on" to separate the date from proper nouns; do not use "on" before a date otherwise.

Correct: Watson will speak at the King Center on March 13.
Incorrect: Watson will speak at the King Center March 13.
Correct: Watson will speak March 13 at the King Center.
Incorrect: Watson will speak on March 13 at the King Center.

Days of the week
Capitalize them. Do not abbreviate.

If the date referred to is within six days of the present day, future or past, use the day of the week. The verb should indicate whether the day is past or future. Invitations may include both the day and the date, but take care to ensure accuracy.

Correct: She gave a lecture Friday.
Incorrect: She gave a lecture Monday, March 26.

Use the word "on" to separate the day from proper nouns; do not use "on" before a day otherwise.

Correct: Smith will speak at the King Center on Monday.
Incorrect: Smith will speak at the King Center Monday.
Correct: Smith will speak Monday at the King Center.
Incorrect: Smith speak on Monday at the King Center.

Deferred Action for Childhood Arrivals program
A program allowing young undocumented immigrants living in the country who were brought here as children to remain in the U.S. Use full name on first reference and DACA on second reference.

Many refer to immigrants who would benefit from either the DREAM Act or DACA as "Dreamers." The term "Dreamers" is acceptable if necessary but should be used sparingly and in quotation marks in all references. Explain the term soon after use.

Diversity and inclusion
MSU Denver embraces diversity and inclusion as core values and recognizes the importance of language in giving voice to those values. Writing about people from a wide variety of backgrounds and experiences requires sensitivity, precision and recognition that these questions often go beyond considerations of editorial style. In general, avoid broad generalizations and labels; race and ethnicity are one part of a people's identity.

See African American; Asian American; Black; Chicano; Hispanic; Latino, Latino, Latinx; LGBTQ; People of color, students of color

Faculty, faculty members
The words faculty and staff are generally lowercase. The faculty (or staff) as a whole is a singular collective noun, referring to the group.

Correct: The faculty is represented by the Faculty Senate.
Incorrect: The faculty are a talented group.

An individual is a member of the faculty/staff or a faculty/staff member, not a faculty. A few people are not faculty but faculty members or members of the faculty.
Example:
Faculty members disagree about the best place to park.
See Academic titles

Gender, gender pronouns
Not synonymous with sex. Gender refers to a person's social identity, while sex refers to biological characteristics. Not all people fall under one of two categories for sex or gender.

Language around gender is continually evolving, so always write with a high level of sensitivity for the person featured in a story. Where possible, accommodate the use of a subject's preferred pronouns, while also keeping in mind readability.

When using preferred pronouns, be sure to note that in the story.

See Diversity and inclusion; LGBTQ

GPA
GPA is acceptable in all references for grade-point average.

Graduated
Followed by a preposition.

> Correct: He graduated from college.
> Incorrect: He graduated college.

Health care
The preferred usage is health care, rather than healthcare. Do not use health care as a compound modifier.

> *Example:*
> She is a health care student.

Hispanic
Latino is the preferred term. Use "Hispanic" only when referring to a proper noun such as "Hispanic-Serving Institution."

See Chicano; Diversity and inclusion; Hispanic; Latino, Latina, Latinx; People of color, students of color

Homecoming
Uppercase when referring to the annual MSU Denver event.

> *Examples:*
> The 2013 Homecoming bonfire was a success.

Honors
Use lowercase and italicize *cum laude* , *magna cum laude* and *summa cum laude* .

Honors Program
No apostrophe.

Latino, Latina, Latinx
Latino is preferred over Hispanic as a noun or adjective for a person from, or whose ancestors were from, a Spanish-speaking land or culture or from Latin America. Latina is the feminine form.

Some prefer the recently coined gender-neutral term Latinx, which can be used in quotations, names of organizations or descriptions of individuals who request it.

The term Latinx can confuse people who have not seen it before, so it should be accompanied by a short explanation. Example: Hernandez prefers the gender-neutral term Latinx.

See Chicano; Diversity and inclusion; Hispanic; People of color, students of color

LGBTQ
Acceptable in all references for lesbian, gay, bisexual, transgender and questioning and/or queer. LGBTQ+ as an umbrella term is acceptable in quotations and the formal names of organizations and events.

This usage preference is consistent with the LGBTQ Student Resource Center on campus.

See Gender, gender pronouns

Light rail
Two words when used as a noun. Hyphenate when used as a compound adjective.
Example:
   Light rail is a convenient way to get to campus.
   She caught the train at the light-rail station.

Like/such as
"Like" is defined as "similar to but not including"; "such as" means "similar to and including."

Majors
Use lowercase for majors with the exception of languages, which are proper nouns.
Example:
   Amy is a physics major, but Scott's major is English.

Master's degrees
Spell out and use the lower case: master's degree. Do not use an apostrophe in Master of Arts degree, Master of Science degree, Master of Business Administration degree.

Abbreviate: MBA, MPAcc, MSW, MAT and MHA.

Never abbreviate: Master of Science in human nutrition and dietetics; Master of Science in cybersecurity; Master of Science in clinical behavioral health/addictions counseling emphasis.

While not encouraged, some exceptions may be made for advertising/marketing copy, where design can take precedent over editorial style.

See Academic degrees

Numerals
Spell out whole numbers from one to nine; use figures for numbers 10 and above.
Example:
   The seminar has eight women and 12 men.
Use numerals, even if the number is below 10, for:
- ages
- credit hours
- days of the month
- degrees of temperature
- dimensions
- figures with decimals
- latitude and longitude
- measurements (An exception is with time: Spell out numbers less than 10 standing alone and in modifiers. Examples: I'll be there in five minutes. He scored with two seconds left.)

- page numbers
- percentages
- room numbers
- sums of money
- times of day

Spell out the word million.

Examples:

The grant was for $3 million.
Colorado's population is 4.3 million.

Never begin a sentence with a numeral; spell out the numeral or recast the sentence. The only correct use of a numeral to start a sentence is when citing a calendar year.

Examples:

1958 was a memorable year.
Twenty-two students organized the bake sale.
Last year, 117 employees were hired.

Office of Alumni Relations

The official designation of the on-campus office that deals with MSU Denver alumni services and relationships is the Office of Alumni Relations, but it may be referred to more familiarly as Alumni Relations in less-formal usages.

Page numbers

Use figures and capitalize "page" when used with a figure. When a letter is appended to the figure, capitalize it but do not use a hyphen: Page 3, Page 42, Page 24A.

People of color, students of color

The University prefers the phrases "people of color," "students of color" or "faculty/staff of color" when describing people of races other than white in the United States. Avoid using POC. Only use the word "minority" when it is part of an official title or name.

Examples:

MSU Denver has the largest number of students of color among all of Colorado's higher-education institutions.
MSU Denver's goal is to increase the number of instructors of color on campus.

See African American; Asian American; Black; Diversity and inclusion; Hispanic Latino; Latina, Latinx.

President of MSU Denver

In a first reference to President Davidson, use her title and full name.

Examples:

MSU Denver President Janine Davidson, Ph.D., spoke to the Rotary Club on Thursday. Janine Davidson, president of MSU Denver, received the Civil Rights Award.

In subsequent references, refer to her simply as Davidson.

See Academic titles

Publication titles

Capitalize titles of journals, magazines, newspapers and newsletters.

Examples:

The story was published in RED.
I read The Denver Post every morning.

Do not use italics or quotes.

See composition titles.

Roadrunner, Roadrunners
Capitalize when referring to a member or members of the MSU Denver community, the University's athletic teams or as a descriptor.

Examples:

She has Roadrunner spirit.
The Roadrunners won this weekend.
All Roadrunners are invited to attend.
The Roadrunners volleyball team is excellent.

Room
Capitalize the names of specially designated rooms.

Examples:

Jordan Student Success Building, Room 230
West Classroom, Room 100
The Multicultural Lounge

Semesters
Do not capitalize semesters in text.

Examples:

During the spring semester, it rained.
Tuition will increase in fall 2013.

Student class designations
Avoid terms such as freshman, sophomore, junior or senior. The University prefers "first-year student," "second-year student," etc., or simply not using a year designation at all.

Example:

Jasmine is a math major who also works as a teaching assistant.

Telephone numbers
Do not use parentheses for area codes. Use hyphens to separate the elements.

Example:

303-556-1212

Text-speak
Do not use extremely informal phrases or text-message abbreviations unless it is specified as text-speak, such as in a piece that refers to social media or texting, to avoid reader confusion.

Theatre, theater
Use theatre, rather than theater. This is contrary to the AP Stylebook, but it is the spelling used by the theatre program at MSU Denver.

Time of day
Do not use :00 for times that fall on the hour. Use lowercase for a.m. and p.m., with periods after each letter and no space between.

Examples:
  8 a.m.
  6 p.m.
  7:30 p.m.

Use a hyphen with no spaces when indicating a time span. When indicating a time span with both times falling within either a.m. or p.m., list a.m. or p.m. just once at the end.

Examples:
  8:30 p.m.–1 a.m.
  9–11 a.m., not 9 a.m.–11 a.m.

Use midnight and noon, not 12 a.m. and 12 p.m. or 12 midnight and 12 noon.

Avoid redundancies.
  Correct: 10 a.m. today.
  Incorrect: 10 a.m. this morning.

Titles
Capitalize titles when they appear before the name, but use lowercase after the name.
  Examples:
  Psychology Chair Bill Jones
  Bill Jones, chair of the Psychology Department

Do not capitalize before the name if it is more of an occupational description than a formal title.
  Example:
  The students liked writer Priscilla Smith and health educator Max Rigotti.

See academic titles

Tivoli Brewing Co.
On-campus brewery where students in MSU Denver's Beer Industry Program can get hands-on training in the field. The Tivoli Brewing Co. is the proper name of the partner organization. The Tivoli Tap House is the company's on-campus pub. Do not spell out company after Tivoli Brewing, even in oral quotes.

Undocumented immigrant
Use "undocumented immigrant" or "undocumented worker." Don't use "illegal immigration" or "illegal immigrant" unless in a direct quote. This usage contradicts AP style.

See Deferred Action for Childhood Arrivals program

Web terms
Lowercase web and compound words using the web prefix: website, webcam, webcast and webmaster.

Email and online are not hyphenated. But other e- words are hyphenated, such as e-commerce and e-book. When spelling out web addresses, do not precede with www or http.

Examples:
  Correct: msudenver.edu
  Incorrect: http://www.msudenver.edu

Year ranges
Where referencing a range of years connected by a hyphen, the second year should be abbreviated. Example: The 2019-20 academic year was excellent.

See Dates

PUNCTUATION GUIDELINES

Ampersands
Avoid wherever possible. Use in proper nouns is acceptable.

Apostrophe
Use apostrophes to show possession or in contractions.

Example:
Cindy's dog
It's time for class to begin.

Do not use an apostrophe when forming plurals of dates.

Example:
1990s, the mid-1930s, 1970s.

Use an apostrophe when abbreviating decades.

Example:
She was born in the '50s.

Capitalization
Aside from headlines and titles of publications, the use of capitalization should be limited to proper nouns, which includes formal names of programs and organizations. Avoid using all caps for emphasis.

Colons
Capitalize the first letter after a colon only if it is the beginning of a sentence that could stand alone.

Example:
Remember this: The only thing you really need is confidence.

Commas
In a series of three or more items, do not use a comma before the final conjunction (and/or) unless it is needed for clarity and ease of reading.

Example:
He has classes in chemistry, psychology and music.

Exclamation points
Avoid exclamation points unless they are truly used as part of an exclamation. It is always better to write forcefully to convey enthusiasm rather than to load your copy with exclamation marks.

Hyphens
As a general rule, hyphenate compound adjectives when they precede the noun that they modify.

Examples:
off-campus party
14th-century art

Do not hyphenate them when they stand alone.

Example:
She lives off campus.

Do not put a hyphen between an adverb ending in -ly and the adjective it modifies.

Example:
He has a newly furnished office. (An exception to this is "early" because its root word is not "ear.")

Refer to the AP Stylebook for specific modifiers.

Percent

Use the % sign when paired with a numeral, with no space.

Example:

The survey said that 3% of people prefer red bikes.

Semicolons

Use a semicolon in a series of items if one or more of the items in the list contains a comma or to separate two complete but related ideas within a sentence.

Example:

Be sure to bring warm clothes; something to read, such as a good book; and a good umbrella, just in case it rains.

Example:

I made an appointment with an advisor; I hope to select next semester's courses soon.

Metropolitan State University of Denver Editorial Standards

For more information about
the University's brand and
standards, visit Brand Central.
msudenver.edu/brandcentral