

NAME CONVERSIONS				
Sample of Naming Document		The document name must end with a file format: doc; pdf; xls.		
COAA_Bylaws.doc		Characters that Xythos does not accept: \ / : * ? " ' < >		
<b>Unit Abbreviations:</b>				
COAA	College of Arts + Architecture			
ARCH	School of Architecture			
AAH	Art & Art History			
DANC	Dance			
MUSC	Music			
THEA	Theatre			
ROBNBO	Robinson Hall/Box Ofc			
ROBNOPER	Robinson Hall/Operations			
<b>COAA Program Areas:</b>				
CIBDR	Center of Integrated Building Design Research(Brentrup)			
COMM	Communications/External Relations (vacant)			
DARTS	Digital Arts Center (Sauda)			
DEVP	Development (vacant)			
GALY	Gallery Program (vacant)			
HONR	Honors Program (Makas)		AAHP (Arts & Architecture Honors Program)	
IT	Information Technology (Parker)			
VRC	Visual Resources Center (Duncan)			
ASSESS	Assessment (Callender)			
ADV	Advising (Callender)			
ARTSED	Arts Education (Pollock)			
DSRC	Design + Society Research Center (Gamez)			
CYWE	Charlotte Youth Wind Ensemble (Music)			
<b>EXAMPLES</b>				
Office of Academic Affairs	Annual Reports	DANC	DANC_2009-10 Annual Report.docx	
Office of Academic Affairs	Academic Policies	CoAA Policies	Unit Policies	Bylaws

MUSC\_Bylaws.pdf