

Procedures for Posting All Student Users E-mail

1. “All Student Users” e-mail must be approved by one of the following offices of the College:
 - President,
 - Executive Vice President for Finance and Administration,
 - Executive Vice President and Dean of Academic Affairs,
 - Vice President and Dean of Students,
 - Vice President for Enrollment Management,
 - Vice President for Advancement,
 - Chaplain,
 - Dean of Graduate and Professional Programs,
 - Assistant to the President
2. General information – “All Student Users” e-mail should be information of a general nature that is usually presented to all students or a majority of students. For example, information on experience events and registration is probably applicable to all students except possibly DCP. However, residence hall closings will be applicable to all residential students and emergency notifications will be important to all students including the DCP students.
3. Other e-mail might include messages specific to freshmen, sophomores, juniors and seniors. For example, John Swift or Tom Meyers may need to communicate information regarding the Academic Profile Survey administration to the senior class.
4. The Help Desk will post approved messages on the day they are received.