LISTSERV Guidelines

Revised: May 2024 / Approved by the Technology Commission: Pending

Section I: LISTSERVs

    A. Campus Announcements   - NDSU-Campus-Announcements@Listserv.NODAK.EDU
    B. Campus Events   - NDSU-Campus-Events@Listserv.NODAK.EDU
    C. Campus Involvement   - NDSU-Campus-Involvement@Listserv.NODAK.EDU
    D. Student Government   - NDSU-Student-Gov@Listserv.NODAK.EDU

Section II: Purpose

A. The purpose of Student LISTSERVs is to provide information pertinent to student life. The fulfillment of this purpose shall be broken down into the following email lists:
    a. <u>Campus Announcements</u>
        i. The purpose of the Campus Announcements email list is to provide students with announcements about developments around campus and other opportunities that they should be aware of. Surveys from Tier I, II, and III organizations, as well as Student Body Election voting, will be administered via this list.
    b. <u>Campus Events</u>
        i. The purpose of the Campus Events email list is to provide students with information and reminders regarding campus events.
    c. <u>Campus Involvement</u>
        i. The purpose of the Campus Involvement email list is to provide students with information on ways they can get involved across campus, such as club and organization recruitment.
    d. <u>Student Government</u>
        i. The purpose of the Student Government email list is to provide students with information about Student Government activities such as new programs, fee allocations or increases, and other information students should be aware of. This list will also send surveys to gather student feedback and opinions on topics relevant to the student experience.

Section III: Guidelines

A. The Student Government Technology Commissioner shall moderate all Student LISTSERVs.
    a. Please send messages to the LISTSERV that best suits its purpose
        i. Flowchart for Reference
B. Messages shall be approved and sent after 8:00 am and before 5:00 pm. Monday through Friday excluding official NDSU breaks and holidays.
    a. Note: LISTSERVs may also be sent out on Saturday and Sunday; however, these days are at the discretion of the Technology Commissioner and other moderators.

C. Messages should be received 24 hours prior to needing to be sent.
   a. Note: If a message is time sensitive, you may email the Executive Commissioner of Technology directly to call attention to the message and express its urgency. The Commissioner will try to accommodate the request if their schedule allows.

Section IV: Requirements for Sending a Message

A. All messages sent through the Student LISTSERVs shall contain the following:
   a. A subject line containing the general message wanting to be shared:
      i. The event name and/or a brief description of the event.
      ii. Name of the hosting organization.
   b. The body of the email must contain event or message details including:
      i. A general description of the event.
   c. Contact information for the organization and/or the event host
      i. The host's relation to the organization.
      ii. The date of the event.
      iii. The time of the event.
      iv. The location of the event.
   d. Note: Each email is allowed only one relevant attachment
   e. Note: graphics and photos can be copied and pasted into the body of an email and will be sent providing it does not exceed the maximum 35 MB for sending.

B. The email may not contain:
   a. Events or information that are offensive to individuals or groups.
   b. Events or information regarding lobbying or campaigning for ND ballot measures or constitutional changes (See ND Century Code).
   c. Phishing, scams, and other malicious emails are not allowed on any LISTSERV. The Commissioner of Technology reserves the right to block messages they believe are potentially malicious even if they fulfill all message requirements.

Section V: Surveys

A. General Guidelines for Surveys:
   a. Surveys are only allowed to be sent via the Student Government and Campus Announcement LISTSERVs.
   b. All surveys must be generated through Qualtrics (https://ndus.co1.qualtrics.com) and sent via a link in the body of the email.
   c. Surveys for classes are not allowed.
   d. Surveys for IRB approved research must be sent to the research LISTSERV.

B. Guidelines for Surveys on the Campus Announcement LISTSERV:
   a. Tier I, II, and III organizations are the only entities allowed to send surveys through the Campus Announcement LISTSERV.
   b. Tier I organizations may send up to two surveys per semester.

    c. Tier II and Tier III organizations with a CSO rating of 3 or higher may send one survey per semester; however, this should be with the intent of broad university appeal. Such surveys should be kept to 10 questions or less.

    d. Survey messages from these organizations count towards their quota in Section VI.

  C. Guidelines for Surveys on the Student Government LISTSERV:

    a. Student Government is the sole entity allowed to send surveys on the Student Government LISTSERV.

    b. Student Government may send one survey per week with the intent to gain feedback from the student body.

Section VI: Message Quotas

A. Tier I Organizations may send up to two messages per week

B. Tier II and Tier III Organizations are limited by their CSO rating and may send no more than one message per week

    a. CSO rating of 5 – 5 messages per semester

    b. CSO rating of 4 – 4 messages per semester

    c. CSO rating of 3 – 3 messages per semester

    d. CSO rating of 2, 1, and 0 – 1 message per semester for recruitment purposes only

C. Temporary Organizations shall be limited to 1 message per semester for recruitment purposes only.

D. Student Government Senators may send one message per week, with a total of two messages per semester with regard to projects that they are working on.

E. The Student Body President may send one message per week.

F. University Departments and Administrative Units may send up to one message per month.

G. Student Government may submit an additional message for the initial advertisement of an open Senate position, Court position, Executive position, and during election time.

H. Student Government Executives and the Student Court may send one message per week.

I. *Note: Messages sent across all Student LISTSERVs count towards the quota.*

Section VII: Enrollment

A. All members of the NDSU Student Body shall be added to the Student LISTSERV for the semesters in which they are enrolled. Enrollment occurs during the first week of each semester.

Section VIII: Unsubscribing

A. Unsubscribing may occur during the first week found in a link during an introductory message each semester.

B. Hitting the unsubscribe link will lead the individual to the subscription page where they can hit unsubscribe.

    a. *Note: There is also the button to unsubscribe from all lists. If pressed it will remove the individual from all lists to which that email address is subscribed to, which if not intended may cause unexpected issues. The only way to re-subscribe is to contact the Help Desk and submit a ticket to the North Dakota University System.*