

Columbia College – Student Email Procedure

Date: February 26, 2013

Purpose: Establish procedures for sending emails to “Columbia College Students”. This procedure does not include emails generated by faculty to students enrolled in their classes.

Procedure: Email requests to Columbia College Students will require a minimum of 5 working days lead time as the process involves District IT staff assistance to generate student email lists. IT then uses a batch system to send emails overnight to students.

Information needed for Student Email Request (see attached form):

1. Subject Line
2. Respond to... Identify the person to receive a student reply to the email. If no response is required, indicate “Do not reply”
3. Identify target student group or population. This could be all active students for a semester, all veterans or any other demographic available in Datatel.
4. Body or message of the email.

The Student Email Request must be approved by the Department Manager or Dean, who will forward to the appropriate Vice President for final approval. The Vice President will send the approved email request to the Director of IT and Media Services. Director will coordinate with District IT to prepare and finalize the email.

Columbia College - Student Email Request

Requestor:

Date: [Click here to enter a date.](#)

Manager Approval: _____

Date: _____

Dean Approval: _____

Date: _____

VP Approval: _____

Date: _____

Subject Line:

Reply to email address or "Do not reply"

Group or Population: Please detail the student demographic this email is intended for below.

Message to the students: