

**Student Affairs Listserv**  
[sainfo@lists.weber.edu](mailto:sainfo@lists.weber.edu)

**Purpose**

The Student Affairs Listserv is designed for individuals or departments to send announcements, events, and activities related to the Division.

**Listserv Etiquette**

- Include a signature tag on all messages. Include your name, department, phone number, and e-mail address.
- State concisely and clearly the topic of your announcement, event, or activity in the subject line. This makes it easier to search the archives by subject.
- Only send a message to the entire list when it contains information that benefits everyone.
- Send messages such as "thanks for the information" or "me too" to individuals--not to the entire list.
- Do not send administrative messages, such as "remove me from the list", through the listserv. To unsubscribe from the list, follow the directions at the bottom of the listserv email message.
- When using an Auto Reply message for times you are out of the office, please be sure to "Create a Rule" that would prohibit sending the message to the list.

Any submission to the listserv is subject to approval by the Membership Manager. You will be notified if a submission is rejected. Only send submissions that will benefit everyone in the Division.

If you have questions, contact Jodi Shupp, Membership Manager at [jodishupp@weber.edu](mailto:jodishupp@weber.edu) or at 801-626-6008.