

## Guidelines for sending email to the UAAC listserv [uaac-l@ucsd.edu](mailto:uaac-l@ucsd.edu)

[uaac-l@ucsd.edu](mailto:uaac-l@ucsd.edu) is a listserv moderated by the Director of Undergraduate Education. Items sent to this list should be of reasonable interest to most of the people on the list, which includes:

- college advisors
- department advisors
- UAAC affiliates
- fans of UAAC

What gets approved:

- UAAC business and meeting reminders
- Announcements- departures, hires, open positions
- Newsletters- e.g. Registrar
- Meeting announcements- e.g. eGrades training, Programs Abroad information sessions

What does not get approved:

- Messages that could benefit from a more narrow distribution
  - Organization of Department and Program Advisors [odapa-l@ucsd.edu](mailto:odapa-l@ucsd.edu)
  - College Deans of Advising [cda@ucsd.edu](mailto:cda@ucsd.edu)
- Broad advertisements (e.g. "Please encourage your students to sign up for CLASS101!")

These guidelines were reviewed and approved by the UAAC Electronic Information Committee (EIC) in November 2012.

Please direct comments or concern to the Director of Undergraduate Education [johnsonk@ucsd.edu](mailto:johnsonk@ucsd.edu) or the UAAC Electronic Information Committee [uaac-eic-l@ucsd.edu](mailto:uaac-eic-l@ucsd.edu).