

LISTSERV COMMUNICATIONS POLICIES & PROCEDURES

An explanation and clarification of how to use the GSS-L listserv, pursuant with the GSS Constitution:

Receive student complaints, investigate student problems, concerns, work toward their resolution, and present the representative voice of the graduate student body's perspective, opinion and recommend actions it feels are appropriate to the university, the community and other governing bodies.

Provide a forum in which the graduate student body may present, discuss, and set upon issues related to its role in the academic and non-academic aspects of the university and the community.

HOW TO SUBSCRIBE

Send an email to listserv@ohio.edu with “subscribe gss-L” as the body of the email. Leave subject blank.

HOW TO UNSUBSCRIBE OR CHANGE AN EMAIL ADDRESS

To unsubscribe yourself from the listserv, email gss@ohio.edu with the subject: “Remove from GSS listserv”. You must email the request from the address you want removed. To change your subscription email address, email gss@ohio.edu your request.

HOW TO SEND AN EMAIL TO THE LISTSERV

Address email to: gss-L@ouvaxa.cats.ohiou.edu

USAGE GUIDELINES

Remember that email composed to the listserv will be read by ALL individuals subscribed to the listserv. The listserv is available for use as a convenient tool for communications by members of the GSS and other appropriate subscribers. As with any communication medium, please use discretion in how you use it! For an updated list of subscribers, please contact the Communications Committee to request a copy.

Do:

- Use appropriate writing and grammar. Check your spelling!
- Keep communications clear and concise.
- Use the listserv as a tool to enable more open and timely communication of issues, concerns, and ideas you feel would be of interest to those subscribed.
- Notify the Secretary if you have suggestions for how to use the listserv better.
- Notify the Secretary if you would like to have individuals subscribed to the listserv whom you believe would benefit.

Do not:

- Send vulgar, offensive, or otherwise inappropriate messages that are not germane with the mission and values of the GSS. When in doubt, contact the Secretary.
- “Reply to All” unless your reply is of necessary interest to all subscribers. Instead, reply to the original sender and other individuals as appropriate.