

Procedure 9.0101

Student Email Distribution List Access Procedure

The College maintains an email distribution list of all current students. Access to this email list will be restricted to the following positions on campus.

President

Executive Assistant to the President and the Board of Trustees

Marketing and Public Relations Coordinator

Vice President of Academics

Administrative Assistant for Vice President of Academics

Academic Deans

Director of the Learning Enhancement Center

Blackboard Administrator

Dean of Institutional Effectiveness

Director of Library

Vice President of Student Services

Administrative Assistant for Vice President of Student Services

Student Activities Coordinator

Director of TRIO / Student Support Services

Registrar

Director of Financial Aid

Director of Counseling

Vice President of Administrative Services

Chief of Police

Director of Campus Operations

Health and Safety Coordinator

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Chief Information Officer

Network Administrator

Systems Administrator

Vice President of Continuing Education

Vice President of Institutional Advancement

Foundation Coordinator

Webmaster

Requests for access to this email list by other parties will be evaluated by Senior Staff.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Mass Communication to Students Policy](#)

History

Leadership Council Review/Approval Dates: 10/12/2018

Senior Staff Review/Approval Dates: 11/6/13, 9/15/14, 1/24/16, 2/9/16 (*Electronic Vote*), 10/27/2016 (*Electronic Vote*), 8/14/18

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: 1/23/14