

N4A Mailing Lists Protocol

Thank you for being part of N4A's Listserv Community. To ensure the best possible experience for all members, we have established the following guidelines.

By joining and using these mailing lists, you agree that you have read and will follow the rules and guidelines set for these peer discussion groups. You also agree to reserve list discussions for topics best suited to the medium and to the audience. This is a great way to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation on topics relevant to the field of academic advising.

- Replies send the response to ALL list members so make sure you intend to send a response to the whole list instead of a specific person. If you wish to reply to a specific person, send a message to his/her e-mail address only.
- Do NOT send messages to the list that are more appropriately sent directly to an individual to the list.
- Do NOT use the list to set up personal meetings, to thank someone for sending you information, or to say hello to a friend. Ask yourself, "**Will my post add to the knowledge base of the other members of the listserv?**" If it will not, then respond directly to the person who has asked the question.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- Do NOT post jokes, humorous stories, or "pass-around" e-mails.
- Please do NOT use the listserv to promote the Continuing Education offerings of another association unless approved by N4A. Such offerings that would be acceptable would be classes that the N4A does not offer or ones that do not conflict with an already scheduled N4A Seminar.
- Always use the subject line to identify the substance or purpose of your message.
- Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- Do not send administrative messages, such as remove me from the list, through the Listserv. Instead, send an e-mail to info@nfoura.org.
- Be aware that your message is going to potentially hundreds of members across the country. Language, tone, and content that may not be questionable to some, may be questionable to others. Please be aware of this and use tact and common sense.
- Make sure that your replies indicate to whom or to what you are responding.
- Consider deleting the original message in your reply to minimize duplication and clutter.

- Remember to put your name, e-mail address, and contact information in all of your messages in case someone wants to contact you personally instead of posting a public response.
- Please do NOT post job openings on the listserv. Jobs will only be listed in the Job Bank on the N4A website. Posting jobs to the listserv results in a high volume of unnecessary messages being sent out to all N4A members.
- Please do NOT use the listserv to promote or market any commercial business that is not approved or part of a partnership with N4A.
- The National Office of N4A is authorized to monitor and manage all N4A listservs.

These mailing lists are provided as a service for the membership of N4A. N4A is not responsible for the opinions and information posted on this site by others. N4A does not guarantee the accuracy or adequacy of any opinion expressed on the lists.

N4A does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to N4A's attention, N4A will take appropriate action.