

Class Email List Information

2/14/2011

Email lists are created for every class that is offered at the university. The class lists are created to facilitate communication between the instructor and the students.

Email List Server: All class email lists are available on the Hamline email list server @listserv.hamline.edu.

List Naming Convention: The following pieces make up the naming standard for the email lists and are concatenated together with a "-" dash to create the full name of the list, followed by the email list server @listserv.hamline.edu.

- 1) Word "class"
- 2) An identifier of the term is created as follows, the first two characters of the term description converted to lower case. fa-fall, sp-spring, wi-winter, su-summer, concatenated with the two digits of the calendar year.

Term	Term Description	List identifier
201011	Fall 2010	fa10
201012	Winter 2011	wi11
201013	Spring 2011	sp11
201015	Summer 2011	su11
201111	Fall 2011	fa11
201112	Winter 2012	wi12
201113	Spring 2012	sp12
201115	Summer 2012	su12

*This chart is not inclusive of all terms, but displays the convention for the 2010 and 2011 academic years.

- 3) The course subject code converted to lower case. Example: anth – Anthropology
- 4) The course number.
- 5) The course section converted to lower case.

An example course number for Anthropology 1001 section 01 offered in fall 2010 would be:

class-fa10-anth-1001-01@listserv.hamline.edu

An example of the same course offered in spring 2011 would be.

class-sp11-anth-1001-01@listserv.hamline.edu

List Membership: All students and instructors of the courses can post and receive messages via the email lists, using the official, primary e-mail address on file.

Administrative posting: Several administrative offices require the ability to contact class lists in the case of scheduling changes and other administrative purposes. The chart below lists the offices that can post via a departmental email account. These accounts do not receive messages sent to the lists. All other departments requiring communication to the class lists are required to be sent to the instructor for distribution.

Administrative Office
Hamline University Registrar
Hamline University Law Registrar Support Services
Hamline University CLA Dean's Office
Hamline University Dispute Resolution Institute
Hamline University School of Business
Hamline University School of Education
Hamline University GLS Dean's office
Academic Advising
Hamline University Creative Writing Program

Specific List Settings:

No Moderation: List moderation is turned off for the email lists

Discussion: The discussion list setting is set to allow all members of the list to post and receive message with the email list.

Reply: The reply address of these discussion lists will be set to the sender of the posting to the list.

Aging:

Class lists will be retained in the list management server for two semesters after the current semester. In that way, no more than one year of class lists (two prior semesters, current semester, and the next semester) will be on the server at any time.