

“All Students UA-PTC Students” User Policy	Procedure Number	511
	Effective Date	9-1-19

1.0 PURPOSE

To coordinate campus messages to UA-PTC students via the “all students’ email; web; or text options.

2.0 REVISION HISTORY

Adopted on:
November, 2007
Revised on:
May 1, 2019

3.0 PERSONS AFFECTED

Students

4.0 DEFINITIONS

5.0 PROCEDURES

Messages posted to the "All UA-PTC Students" distribution lists must be relevant to the majority of UA-PTC students and to the operation of the college. Every message should have a title in the subject line reflecting the subject matter of the message.

The use of attachments should be avoided. Many subscribers will not open an attachment if they do not know in advance that it contains information they will want to see. To remedy this, large messages may be posted on the college Web site and a link will be provided in a text e-mail. "All UA-PTC Students" is an internal, college-operated communication channel and is restricted in its use. No forwarded personal e-mail messages, "chain" messages, or messages of a commercial nature (i.e. an offer to sell or trade personal items, will be sent to “All PTC Students”).

At all times, use language and style appropriate to a professional environment. Postings to "All PTC Students" are subject to public record laws. Deleting a message does not necessarily remove it from the college's back-up files.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	11-7-2007
Ratified by:	Mason Campbell	12-7-18
Recommended by Chancellor (Signature)	Margaret Ellibee	9-1-19
UA Policy Alignment:		

