NOTES:

1. The list of Approvers/Security Group Members is maintained by the Registrar (K. Gilson and S. Dunnagan). All requests for adding or deleting people to the list of those who can send to any of these student groups go to K. Gilson.

2. All requests to actually SEND mail to a list goes to any person who is included in the Approvers/Security Group Members for the relevant list.

3. Our goal: send students INFORMATION WITH SIGNIFICANT IMPACT ON THE MAJORITY OF THE MEMBERS OF A MAJOR LIST

4. We expect Faculty and Staff to build their own distributions lists if they have SIGNIFICANT information that targets LESS THAN THE MAJORITY of students in one of the major lists

5. Faculty and staff who need to build large (more than 100 member) private distribution lists may request a list from Banner (see https://myclass.nl.edu/reportrequest/ for request form). If the requestor can identify a unique feature of the relevant students (that is tracked in Banner), we can provide a list that the requestor can use for a bulk email.

6. Effective use of the lists requires the senders to understand how each list is defined and maintained- so the sender knows which students will really receive the mail

7. REALLY EFFECTIVE use of some of the lists will rely on yet to be developed quality assurance processes to see that the key data are collected and entered into Banner promptly and accurately and processes to track changes are also developed and implemented. NOTE that ALL lists are automatically created based on data in the Banner system. There is no manual maintenance to these lists (it would be impossible to maintain them manually).

8. The "Estimated Quality" column provides a sense of how complete and up to date a particular list is likely to be.

<table>
<thead>
<tr>
<th>DISTRIBUTION LIST</th>
<th>APPROVERS / Security Group Members</th>
<th>DESCRIPTION and COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students</td>
<td>K. Gilson/S. Dunnagan</td>
<td>All students with email accounts (accounts start with all students registered in term 200360 (summer 03) or the date of first registration recorded in Banner after term 200360 and continues for 15 months after the last registration)</td>
</tr>
<tr>
<td></td>
<td>C. Melnick/A. Williams</td>
<td></td>
</tr>
<tr>
<td></td>
<td>K. Peters/M. Govea</td>
<td></td>
</tr>
<tr>
<td>Level</td>
<td>K. Gilson/S. Dunnagan</td>
<td>Separates students into UNDERGRADUATE or GRADUATE (all MS and Ed D) levels. Mutually exclusive. If you want DOCTORAL only, then use the PROGRAM lists.</td>
</tr>
<tr>
<td></td>
<td>C. Melnick/A. Williams</td>
<td></td>
</tr>
<tr>
<td></td>
<td>K. Peters/M. Govea</td>
<td></td>
</tr>
</tbody>
</table>

Estimated Quality:
- Very High
- High
- Medium
- Low
- Very Low

NLU Student e.mail Distribution List Specifications - as of April 5, 2004
<table>
<thead>
<tr>
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<th>APPROVERS / Security Group Members</th>
<th>DESCRIPTION and COMMENTS</th>
<th>Estimated Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>K. Gilson/S. Dunnagan</td>
<td>Three colleges: CMB, CAS and NCE. Does NOT include non-degree seeking students, who can be addressed via the PROGRAM lists. NOTE that &quot;pre-education&quot; students are in CAS, not NCE and can be reached via the Pre-El Ed and Pre- Sec Ed program lists. Making this system work requires attention to student program changes.</td>
<td>Medium/High</td>
</tr>
<tr>
<td></td>
<td>C. Melnick/A. Williams</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>K. Peters/M. Govea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Year</td>
<td>K. Gilson/S. Dunnagan</td>
<td>FR, SOPH, JR, SR only. This determination is based entirely on the number of credits posted to a student's academic history, so if a student has transfer credits not yet posted to their Banner record, they may not be in the class year they believe they should be. Ranges: 0-44 credits = FR; 45-90 = SOPH; 91-134 = JR; &gt;134 = SR.</td>
<td>Medium/Low</td>
</tr>
<tr>
<td></td>
<td>C. Melnick/A. Williams</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>K. Peters/M. Govea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Campus</td>
<td>K. Gilson/S. Dunnagan</td>
<td>Campuses include: BE, CH, DC, EL, EV, IL, MC, MI, NT, OR, TA, WH, WT. &quot;NT&quot; means online. There is currently some mixed data for students in off campus programs. Some are listed as &quot;IL&quot; and others are listed based on the campus closest to their meeting place. Out of state are typically listed by the campus nearest to their meeting place.</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>C. Melnick/A. Williams</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>K. Peters/M. Govea</td>
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<tr>
<td></td>
<td>B. Roberts/K. Boness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>K. Gilson/S. Dunnagan</td>
<td>Each currently valid program has a separate list. Each student is in the program that is the most recent one listed in their Banner student record. NOTE that NLU has no effective quality assurance system for identifying and changing this information when a student decides to change programs.</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td>C. Melnick/A. Williams</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>K. Peters/M. Govea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni</td>
<td>K. Gilson/S. Dunnagan</td>
<td>Still to be built (as the tech team develops the strategies for turning off email of students who have not attended in a year). It will contain all students who received any degree from NLU and who ask that their email be maintained.</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>C. Melnick/A. Williams</td>
<td></td>
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<tr>
<td></td>
<td>K. Peters/M. Govea</td>
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<tr>
<td></td>
<td>J. Jarocki</td>
<td></td>
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<tr>
<td>Residency</td>
<td>K. Gilson/S. Dunnagan</td>
<td>All students identified as &quot;residents&quot; (in state vs out of state). Current data is somewhat questionable and needs clean up.</td>
<td>Low</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td>-------------------</td>
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</tr>
<tr>
<td>International</td>
<td>K. Gilson/S. Dunnagan</td>
<td>All foreign students who are at NLU on student visas (all who have a SEVIS record).</td>
<td>Very High</td>
</tr>
<tr>
<td></td>
<td>C. Melnick/A. Williams</td>
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<tr>
<td></td>
<td>K. Peters/M. Govea</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bogdan Putzsa</td>
<td></td>
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