

Recommended Procedures for Communicating Digitally with College Students

The ability to send a message to every undergraduate student in the College using the address cstudent@sewanee.edu or to particular classes of students (e.g., via senior@sewanee.edu) is limited.

Departments, programs, and student organizations are encouraged to use the method that best suits their needs to communicate their news and events to the campus community and particularly to students in the College. Some methods to consider include:

Events email (currently sent twice a week)

Events appear on the University website <http://www.sewanee.edu> from two sources : those entered on department pages and those entered on the Sewanee Today page <http://news.sewanee.edu>. A selection of those events is then featured on the University's homepage. In addition, the University sends an events email twice a week, on Monday and Thursday, including all events that are posted on the website that will occur within the next week. This email goes to students, faculty, staff, and parents who have opted to receive it. If you have questions about entering an event, contact your Faculty Technology Specialist, staff in your office, or the Marketing & Communications office for help.

Electronic announcement board (currently in McClurg)

Contact [Alex Bruce](#) for more information.

[Google Groups](#)

[Google Calendar](#)

Optional features include calendar sharing, and allowing others to subscribe to the calendar.

[Facebook Groups](#)

[Facebook Pages](#)

News Stories

News stories appear on the University website <http://www.sewanee.edu> from two sources: those entered on department pages and those entered on the Sewanee Today page <http://news.sewanee.edu>. A selection of those stories is then featured on the University's homepage. If you have questions about entering a news story, contact your Faculty Technology Specialist, staff in your office, or the Marketing & Communications office for help.

As the community continues to learn of and develop the use of effective communication methods, this page will be updated or transferred to other sites, as needed.

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