

Office of Student Experiences / University Unions
Student Announce Policy and Procedures
(For Public Distribution)

The Student Announce Listserv's sole purpose is to allow the departments within the Division of Student Life and registered student organizations to electronically post messages about upcoming special events, activities, and announcements directly relating to East Carolina University's student population. Other academic departments and university entities may also submit requests for the posting of announcements, as it pertains to "The Student Experience."

The purpose of Student Announce, *The Student Announce Website* is to keep students informed about upcoming campus events, university initiatives, and deadlines without overwhelming them with multiple emails. The Student Announce listserv is not a discussion list and should not be used as such.

Examples of approved postings include specific, detailed information for campus activities and events, student organization deadlines, and important news, university deadlines or campus-wide events, such as maintenance and facilities work, scholarship information, job opportunities, volunteer opportunities, and other relevant information.

Only approved university personnel are authorized to send email messages via the Student Announce system. The gatekeepers of this mass distribution are housed within the Department of Student Experiences / University Unions.

FAQs: Student Announce Service

How do I make a request?

Requests for posting information can be submitted online at our website at <http://www.ecu.edu/cs-studentlife/studentannounce/index.cfm>.

Click on the link "This Week @ ECU," then click on "Student Announce Posting Request." An electronic form will appear on this page. Fill in all required fields and then click submit. Your information will be sent directly to our department email account [Student Announce@ecu.edu](mailto:StudentAnnounce@ecu.edu). Once your submission is received, it is the discretion of the Web Administrator to **approve** or **deny** the content and distribution of the request.

How are the announcements posted?

Postings are updated weekly. Information is posted in the following categories: ECU Alerts, Daily Activities, Announcements, Upcoming Events, Volunteer Opportunities, Scholarships, and Job Opportunities.

Office of Student Experiences / University Unions

When is the deadline each week?

Please submit your request a week prior to your event. This will ensure proper marketing and exposure.

What are some examples of items that cannot be submitted?

- Reoccurring Organization Meeting Announcements
- Email Forwards
- Discussion Forums
- Items for Sale or Donation
- Lost & Found Items
- Rental Postings
- Course Announcements (sections with seats available, etc.)
- Fundraisers benefiting student organizations
(Fundraisers benefiting outside agencies are acceptable)
- Announcements that are not ECU related
- Announcements that are not applicable to the targeted audience

Summer Postings

Posting will be made during the summer on an “as needed” basis, depending on the amount of requests received. An updated email announcement will be sent to registered students bi-weekly. As the email distribution list updates itself, only students registered for summer sessions will be receiving the email updates.

Posting Guidelines

All messages are posted in announcement format (brief sentences or bulleted information.) Pictures, graphics, or fliers are not acceptable, due to size limitations.

All information must be directly related to university student activities, events, or deadlines. Any requests not following this format will automatically be denied.

Requests must be **short** and **concise** detailing all necessary information – who, what, where, why, and when – and include a person’s contact information (phone/email) with their respective position or campus office affiliation listed. As approved, requests will be posted in the next issue.

Office of Student Experiences / University Unions

Due to the timeliness of requests, we retain the right to deny any requests that does not allow us ample processing time in accordance to your event and/or activity date and time. A posting will not be placed to solely accommodate your submission. **You will need to plan ahead and get us your requests one week in advance of the event.**

If ECU has no **official** ties to the request, it will not be posted on Student Announce. This applies, but is not limited to, ECU departments, clubs and organizations. ECU policy strictly prohibits "door to door solicitation." In this respect, consider a student's email account a door. This prohibition includes, but is not limited to, the following:

Canvassing - to solicit orders, political support or determine opinions or sentiments

Peddling - to sell or offer for sale

Soliciting - to approach with a request or plea

Questions regarding this policy should be directed to the Department of Student Experiences / University Unions Webmaster by calling 252-328-5820 or email us at StudentAnnounce@ecu.edu.