

## STUDENT HEALTH & WELLNESS SERVICES LISTSERV POLICY

### Welcome to the ACHA SHS Listserv! Please review the following guidelines:

1. The Student Health & Wellness Services (SHS) Listserv is a discussion group open to all ACHA members as well as non-members who have an interest in the field of college health and wellness.
2. The listserv is owned and administered by the American College Health Association (ACHA). The SHS listserv endorses the goals, objectives, and programs of ACHA. Approximately 600 colleges and universities are represented on the list.
3. Anyone may subscribe to this list; college and university students, faculty, and staff are especially welcome, but **only subscribers may post messages**. Postings may be moderated for content or security reasons (e.g., spam or virus protection). Postings will be archived.
4. Additional specific topic discussion boards and content libraries will be available to ACHA members. For information on how to join ACHA, please [click here](#).

### DISCLAIMER

Content of any specific post is that of the contributor and not necessarily endorsed by the list owner, moderator, or the American College Health Association (ACHA).

### SENDING MESSAGES

To send a message to all current subscribers, address mail to [SHS@listserv.acha.org](mailto:SHS@listserv.acha.org). While the list administrator will attempt to minimize undeliverables through regular "housekeeping," you may receive a few undeliverable notices; feel free to delete them, since they generally serve no purpose.

### RESPONDING TO MESSAGES

You will usually have the option of responding to the individual who sent a query/message or to the entire listserv. **The preference seems to be responding directly to the sender**, who will generally summarize responses and send the summary to the entire group. For discussion purposes, however, it may be appropriate to respond to the entire group.

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## SIGNING ON/OFF THE LIST

Do not address commands to the SHS email; please address all commands to [LISTSERV@listserv.acha.org](mailto:LISTSERV@listserv.acha.org).  
Leave the subject line of your email blank.

### For this action:

Permanent sign on (subscribe)  
Permanent sign off (unsubscribe)  
Temporary sign off  
Resume delivery

### Type this command:

SUB SHS FIRSTNAME LASTNAME  
SIGNOFF SHS  
SET SHS NOMAIL  
SET SHS MAIL

### Important Notes:

- ! When signing on, **please use only your first and last names**; do not add titles, parentheses, brackets, degrees, certifications, etc.
- ! If your email address is changing, please sign off before this occurs and then sign back on with the new address. If your address changes before you sign off, you will no longer have the ability to do so; in that case, please contact the list administrator to delete your old address from the list.
- ! If you are leaving your position and will no longer have access to listserv mail, please sign off before you leave.
- ! If you are going to be out of the office and don't want listserv mail to stack up, or if your disk is near capacity, please sign off temporarily.

## REMOVAL FROM THE LIST

The list administrator attempts to maintain enrollment that is current, active, and deliverable. In some cases, your local "postmaster" might remove you from the SHS list after five (5) days of undeliverable messages. You may sign back on when the problem (frequently a full disk) is corrected.

## ETIQUETTE

- Respect the opinions/positions of others. "Flaming" (insults) are never appropriate; **keep it professional**.
- Postings should be kept within the reasonable bounds of **college health and wellness issues**; political, moral, or religious postings are never appropriate unless they directly affect college health and wellness.

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- **"Spamming"** (e.g., commercials, advertisements, solicitations) **is not permitted**; however, ACHA may occasionally post information regarding its own products and services.
- Job postings are permitted, and you are also encouraged to post openings on the **ACHA Career Center** located at: <http://careers.acha.org/>.
- **Respond privately** to private mail.
- Unless your reply is of benefit and general interest to the entire group, **respond only to the sender** and not the entire list.
- Summarize responses to your queries and **send a summary to the group**.
- Identify yourself by **name and institution** when making or responding to queries.
- Keep postings **brief**.
- **Don't use upper case letters**; this is considered "shouting" in most e-mail circles.
- Address any list problems or questions to the **list administrator**, [dwoodard@acha.org](mailto:dwoodard@acha.org), not the entire group.
- Take time to **respond to queries when appropriate**. The bigger the response, the more representative and helpful it tends to be.
- **Be patient** with neophytes, both those new to student health and wellness as well as those new to the Internet; we were all there at one time!

You may wish to keep this information for future reference.

**Contact:**

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Listserv Administrator/Moderator  
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American College Health Association (ACHA)