



## UIC COMUHPSTUDENTS Listserv Guidelines

- Listserv address: [COMUHPSTUDENTS@uic.edu](mailto:COMUHPSTUDENTS@uic.edu)
- Only subscribers may post to unmoderated listserv.
- Conduct of subscribers who use the unmoderated listservs is governed by applicable University rules, policies and codes of conduct. Complaints of unmoderated listserv abuse should be directed to [admincomuhplist@uic.edu](mailto:admincomuhplist@uic.edu).
- COMUHPSTUDENTS admins will not remove content from listserv archives unless the content is in clear violation of University policies or Federal or State laws.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited.
- Do not post anything in a listserv message that you would not want the world to see or that you would not want anyone to know came from you.
- Respect other members. Please exercise diplomacy, tact, thoughtfulness, self-restraint and respect for other's point of view.
- It's possible to disagree without being disagreeable.
- Should a disagreement arise with another person, continue your discussion off-line. Do not continue to send messages to the list or the group.
- Do not engage in arguments.
- All posts to the COMUHPSTUDENTS Listserv are the sole responsibility of the sender and do not reflect the opinion of University of Illinois, the College of Medicine or the Urban Health Program.
- COMUHPSTUDENTS Listserv reserves the right to suspend or terminate subscribers from using the list if the rules have been violated.

### Subscribing

All UHP Students are automatically subscribed to COMUHPSTUDENTS Listserv

### Unsubscribing

Send an email to [listserv@uic.edu](mailto:listserv@uic.edu) from the UIC email address with the subject blank and the following line in the **body** of the message: ***Signoff COMUHPSTUDENTS***



## **UIC COMUHPSTUDENTS Listserv Guidelines**

### **Posting Messages**

To post messages to COMUHPSTUDENTS, send an email to [COMUHPSTUDENTS@UIC.EDU](mailto:COMUHPSTUDENTS@UIC.EDU)

### **Encouraged material**

Academic resources, professional development programs and opportunities, social events, etc.

### **Discourage material**

The following are not permitted and will be considered misuse of the listserv:

- Profanity, personal attacks or inflammatory remarks
- Posting of identifiable patient information
- Content including political, religious and commercial material (an exception can be made for political content that directly affects association interests, e.g. bills before Congress)

### **Surveys**

Survey requests should **not** be placed on the listserv. In order to avoid “survey fatigue” of its subscribers, all requests for survey participation from COMUHPSTUDENTS Listserv subscribers should be first sent to [admincomuhplist@uic.edu](mailto:admincomuhplist@uic.edu). Approved surveys will be sent out by COMUHPSTUDENTS admins after approval by COM-UHP Director.

## **UIC COMUHPSTUDENTS Listserv Guidelines**

### **Signature Blocks**

- All COMUHPSTUDENTS subscribers should create a signature block that includes their name, academic year, campus, and email address.
- Signature block should be included in all COMUHPSTUDENTS Listserv messages.
- With this information, COMUHPSTUDENTS subscribers can easily identify the source of the message and contact the sender directly to discuss topics or ask questions that they may not wish to discuss publicly with all listserv subscribers.

### **Digest Format**

- Regular format- each subscriber receives each individual Listserv message as it is sent.
- Digest format- a single email containing all Listserv messages for a specific time period is sent to subscribers three times per week.
- A COMUHPSTUDENTS DIGEST is available for subscribers who wish to receive listserv messages in a digested, three-time-per-week format.
- Subscribers wishing to receive the COMUHPSTUDENTS DIGEST should customize their subscription by:
  - Logging in at [www.listserv.uic.edu](http://www.listserv.uic.edu).
  - Click the 'Subscriber's Corner' tab
  - Click the 'Settings' link
  - Select which format you would like to receive messages

### **Preventing Mail Loops**

- Responses will go only to the sender of the current message. You may reply to the entire list by sending an email to COMUHPSTUDENTS@UIC.EDU.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- Send messages such as "thanks for the information" or "me, too" to individuals --not to the entire list.



## **UIC COMUHPSTUDENTS Listserv Guidelines**

### **Help**

For assistance with, or questions about, COMUHPSTUDENTS Listserv, send an email to [admincomuhplist@uic.edu](mailto:admincomuhplist@uic.edu). For additional help, contact UIC Listserv, [consult@uic.edu](mailto:consult@uic.edu) or (312)413-0003.