

Request for Authorization to Send Broadcast Email to Students

Please complete this form to be given access to student email lists. Email sent to students must be in accordance with the college's Student e-mail Protocol and Procedures listed above.

Staff Member: _____

Frequency Occasional Routine

(Please refer to the description of these two categories on the above instructions.)

Please describe the purpose of the email

Target Audience: (eg. all students, commuter students, part-time students, etc.*)

I have read and agree to abide by the Tompkins Cortland Community College Student e-mail Protocol and Procedures.

Staff Member Signature

Date

This form must be signed by your Dean to indicate approval.

Dean or Designee

Date

*Please note that your audience list may need to be programmed by Campus Technology and as such will not be immediately available. Campus Technology will provide you with a time estimate for the creation of custom lists.