

Procedures for Policy 2202

Any mass e-mail sent to TCC students will be sent from an official college administrative e-mail account (e.g., "TCC - Registrar"), not from an individually named account. For purposes of uniformity and to clearly identify to students that such e-mails come from TCC, each address created for the purpose of sending mass e-mail to students will begin with "TCC –." The address will include the name of a position, not an office or individual. Once created, such accounts will be authorized to send messages to the student mass e-mail distribution lists in the VCCS Student Electronic Mail System. The individual sending the mass e-mail and the office to which they are assigned will be clearly identified in the body of the e-mail.

Senders of mass e-mail to TCC students are responsible for complying with the following requirements.

- Mass e-mail will be sent only from a TCC e-mail address and be sent from the Bcc line to prevent "reply all" instances.
- Any material sent via mass e-mail will be factually and grammatically correct—editing of the content is the responsibility of the sender and their supervisor(s).
- Any mass e-mail sent to TCC students will adhere to the protocols of effective written communications, regardless of its means of delivery.
- Any mass e-mail sent to TCC students will comply with college policy and procedures; VCCS policy and procedures; and federal, state, and local laws, including, but not limited to copyright, trademark, patent, and trade secret laws.

President's Cabinet members will monitor the mass e-mail communications sent to student distribution lists from their respective organizational areas for compliance with these requirements.