NMT Student Email Distribution Lists

Tech provides students with an email account upon their matriculation to the institution. This account is free of charge and remains active up to one year after the student's last enrollment or up to one year after their graduation. Alumni are then encouraged to activate an NMT Alumni email account.

Tech's official means of communication with all students is through their assigned student email account. Students are responsible for all information sent to them via their University assigned email. If students choose to forward their University email account, they are responsible for all information, including attachments, they send to any other email account.

All students and users of NMT email system must abide by all federal and state regulations, as well as NMT Official Student Email Communication Guidelines & Procedures, NMT Unofficial Student Email Communication Guidelines & Procedures, NMT Information Technology & Communications Department (ITC) Academic Policies and Procedures, and NMT Residential Campus Network and Wireless Acceptable Use Policy.

1. **Official Student Email Distribution List (**All-Student@nmt.edu)– all current students (students may not unsubscribe or opt-out)
   a. **Intent: to facilitate vitally important campus student email communications dealing directly with official university business, academic issues, as well as immediate health and safety or emergencies.**
   b. Authorized Approvers/Senders (or Designees) of NMT All-Student@nmt.edu:
      o Registrar
      o Dean of Students
      o Director of Communications & Marketing
      o Vice President for Academic Affairs
      o Vice President for Student Life
      o Vice President for Administration & Finance
      o Vice President for Research & ED
      o Dean of Graduate Studies
      o Others
   c. See **NMT Official Student Email Communication Guidelines & Procedures**.

2. **Unofficial Student Email Distribution List** (StudentCommunity@nmt.edu) – all current students. Students can "Opt-out" (i.e. students can choose to unsubscribe)
   a. **Intent: to facilitate campus email communications dealing with programming, campus unit and club events, as well as supplemental programs of interest and opportunities for involvement that add to the student experience but are not directly related to academic issues, immediate health and safety, or emergencies.**
   b. Authorized Approvers/Senders of NMT StudentCommunity@nmt.edu:
      o All Authorized Senders of Official Student Distribution List (see above)
      o Department/Unit Directors
      o Department/Unit Designees
      o Faculty Senate Chair
      o Student Government Association (SGA)- President or Vice President
      o Graduate Student Association (GSA) President or Vice President
      o Student Activity Board (SAB)- with oversight by Physical Recreation Director.
   c. See **NMT Unofficial Student Email Communication Guidelines & Procedures** for more details.

3. **Departments/Units and Student Clubs Distribution Lists** should utilize their
    a. Departments, units and student clubs should maintain a distribution list of their students as needed.
    b. Groups should utilize their distinct registered email accounts when sending email communications to their targeted student populations.
    c. All mass emails should be sent as blind copies (BCCs) unless all students agree to have their email address shared with the others on that distribution list (e.g. club list).
    d. Other campus entities should contact the appropriate group for access to their list. If approved, the group can send out the email with a disclaimer it is on behalf of the requester or the group can provide the list to the requestor for a BCC email.
    e. Replies to these emails will go to the sender.

4. **NMT Courses Roster Distribution Lists**-
    a. The Canvas learning management system is a campus-wide tool with a communication function that can be leveraged by instructors or class work groups.
    b. Canvas is administered by the Academic Center for Technology (ACT).
    c. It is used by the NMT Distance Education Program to deliver course content.
    d. While ACT uses Canvas to link to live and/or recorded lectures, any additional content on Canvas is provided by the instructor.

5. **Specific Student Population Distribution Lists**-
    a. Departments/Units and Student Clubs who wish to send a targeted email to a specific group of students (e.g. graduating students, student club leaders) should contact the office or list owner that maintains that distribution list. See process listed above in #3.
    b. If there is no list owner, a request should be made to the Registrar who may need to collaborate with ITC to generate the distribution list, if approved. These emails should be sent from the requesting entity's registered email account.
    c. Mass emails to these students should be sent as blind copies (BCCs).
    d. Replies to these emails will go to the sender.

6. **Other Effectives Forms of Communications**-
    a. Departments, units, student clubs, classes, and other groups could also leverage apps should as Remind for their communication needs. Some students (e.g. Resident Assistants) have already set-up @nmtevents. You can join by texting '@nmtevents' to 81010 or by going to www.remind.com/join/nmtevents. These type of apps can be effective in communicating and advertising events with members/constituents, but they are not official associated with Tech.
    b. Paydirt- NMT's newspaper usually comes out with bi-monthly issues. Articles are normally written by students to cover student and campus topics, concerns, and happenings. If you would like to submit an article or poem, if you have concerns or if you would like to work for Paydirt, send an email to Paydirt (paydirtnmt@gmail.com) or their Editor in Chief (nmt.paydirt.eic@gmail.com).