

University Student Commons & Activities Guidelines & Procedures

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

Division of Student Affairs and Enrollment Services

Student Organization Electronic Communications

1.0 Purpose

- 1.1 Registered student organizations at Virginia Commonwealth University are permitted to use a designated VCU World Wide Web server to store and publish information about the organization and its activities. Organizations also may establish listservs and aliases on the University E-mail system.
- 1.2 Student organizations on the Academic Campus must register or update organizational information with the Student Activities Center between the first Monday of August and the last Friday of September each year to be eligible for certain services offered by the center, including displaying a web page or maintaining a listserv and/or alias. If a student organization with a web page, listserv, and/or alias has not registered or updated its information by the beginning of October each year, the student organization's page, listserv, and/or alias access will be deactivated. As groups register, web page content should be reviewed and updated by the student organization president and/or information provider, and listserv/alias owner e-mail addresses changed as needed.

2.0 Procedure

- 2.1 Student Organization Web Guidelines
 - 2.1.1 Each registered student organization is responsible for its own page design. Student organization web page content must comply with the non-discrimination statement that appears in the [Procedures for Registered Student Organizations on the Monroe Park Campus of Virginia Commonwealth University](#). Furthermore, adherence to the [University's Web Guidelines](#) is mandatory. Virginia Commonwealth University views student organization web pages, listservs, and/or aliases as privileges and reserves the right to decide the type and amount of staff support and server space it will provide to student organizations.
 - 2.1.2 Student organizations posting pages also must abide by all policies as listed in the most current [VCU Resource Guide](#), including the [Ethics Policy on Computing](#), as well as all local, state and federal laws. All student organization pages must also abide by the [Digital Millennium Copyright Act](#). The VCU Webmaster has the authority to restrict or prohibit web use that he/she believes to be in violation of any provision of this policy on a temporary basis, until appropriate procedures resolve the matter. Hence, any issues of content liability will be handled by the University Computing Security Officer, [University Rules and Procedures](#), and/or the local legal system. In addition, other university policies and regulations may apply. The following is a partial list:

- 2.1.2.a [Privacy Rights of Students and Parents](#) (Appendix F)
 - 2.1.2.b [Prohibition of Sexual Harassment](#)
 - 2.1.3 Any violation of these guidelines will be addressed through the procedures provided therein.
- 2.2 Information providers
 - 2.2.1 Each student organization must identify an information provider or administrator for its page and provide contact information to be on file with the Student Activities Center.
 - 2.2.2 The information provider will be responsible for the following:
 - 2.2.2.a Completing the applications to create web space for the student organization and the application to have the web page linked to the Student Organization Directory home page on behalf of the organization.
 - 2.2.2.b Developing and maintaining the organization's pages.
- 2.3 Student Organization Listservs and Aliases
 - 2.3.1 To establish a listserv and/or an alias, registered student organizations should use the Mailing Lists website provided by VCU Technology.
 - 2.3.2 In order to create a listserv or alias, you will need to provide the following information:
 - 2.3.2.a Completing the application to have the listserv and/or alias established on behalf of the organization.
 - 2.3.2.b Supplying a VCU E-MAIL address. E-mail addresses from outside the university can not be accepted.
 - 2.3.2.c Agreeing to have his/her VCU computer e-mail address receive all subscription requests for the listserv and/or all e-mail activity that is re-directed by the alias.
 - 2.3.2.d Supplying a six-character name ending in "-L" for a listserv and/or an eight-character name for an alias. Listserv/alias names should use alpha-numeric characters that clearly communicate the identify/purpose of the group/list. Listservs will be assigned an "@Lists.vcu.edu" address and aliases are given an "@vcu.edu." A student organization may not use the university's name, or an abbreviation of the university's name, in its name or the names of the listserv or alias in such a manner to suggest the organization is sponsored by the university. Student organizations may use "of VCU" or "at VCU" following the name of the student organizations, so that the affiliation of the organization is reflected in the name.
- 2.4 Application Process for Student Organizations Electronic Communications
 - 2.4.1 Web Space

- 2.4.1.a Apply for web space on behalf of your organization at http://www.vcu.edu/web/publish/start/acct_stuorg.html.
 - 2.4.1.b A copy of your request will be sent to the Student Activities Center for verification that your organization is registered.
 - 2.4.1.c When your registration is verified, VCU Technology will create an account for your organization and will notify you within two business days. Account information is available for pick up at the Help Desk in Cabell Library. Your organization will receive a webspace and an email address. This email address will be the primary contact whenever the Academic Technology staff needs to contact someone about the webspace. This email address can be forwarded to another email address of your choosing if you wish.
 - 2.4.1.d Once your page is completed, update your registration with the Student Activities Center so that a link may be made from the Student Organization Directory. Once you have applied and been approved of an account, you may email Carlisle Childress at cgchildr@vcu.edu to help transfer files from an existing location to the student organization web server. For help with additional questions please reference the FAQ at <http://www.at.vcu.edu/faq/>.
- 2.4.2 Transfer of Account
- 2.4.2.a If whomever manages your organization's webspace graduates or otherwise leaves the university, your organization's webspace will be removed at the next account cleanup cycle (one semester for students, two weeks for employees or staff). The owner of the webspace must arrange with Academic Technology for transfer of the space to another owner to avoid its removal.
- 2.4.3 Listservs
- 2.4.3.a Create a listserv using the VCU Technology Mailing List website: http://www.vcu.edu/it/mailling_list.html.
 - 2.4.3.b VCU Technology will verify that your organization is registered with the Student Activities Center.
 - 2.4.3.c When your registration is verified, VCU Technology will create the requested listserv.
 - 2.4.3.d Subscription management and re-direct address updating will be the responsibility of the organizations information provider and must be coordinated directly with VCU Technology.

3.0 Definitions

- 3.1 Website/webspace: an html document kept on a server that is viewable by means of the internet and browsing software.

- 3.2 Listserv: automatically distributes an e-mail message to all participants on the "list" and can be a great way to disseminate meeting updates and other information to all members. List participants also can carry on discussions about issues and ideas, because everyone gets the same messages. For example, an e-mail message sent to "XYZGRP-L@Lists.vcu.edu" would be distributed simultaneously to every subscriber to "XYZGRP-L." (To "subscribe" to the listserv, one sends a specially configured e-mail message to the VCU Listserv system, which then forwards the message automatically to the listserv owner for approval.)
- 3.3 Alias: an e-mail address that permits messages to be addressed to an organization name rather than an individual's name. The messages are re-directed to a group member's VCU e-mail account for response. Advantages are that the sender only needs to know the organization's alias address and not worry about finding members of the group with whom to communicate. For example, sending a message to "XYZGRP@VCU.EDU" would re-direct the message to the e-mail account of the individual student member who was designated as the group's alias owner. Another advantage is that the organization can keep the same e-mail alias year after year, even though some leaders graduate and new leaders emerge.

4.0 References

- 4.1 Procedures for Registered Student Organizations on the Monroe Park Campus of Virginia Commonwealth University
- 4.2 University's Web Guidelines
- 4.3 VCU Resource Guide
- 4.4 Ethics Policy on Computing
- 4.5 Digital Millennium Copyright Act
- 4.6 University Rules and Procedures
- 4.7 Rights of Students Under the Family Educational Rights and Privacy Act
- 4.8 University Guidelines on Prohibition of Sexual Harassment
- 4.9 AT Web Support Services
- 4.10 AT Knowledge Base
- 4.11 VCU Technology Mailing Lists

5.0 Approvals and Revisions

USCA Administrative Approval: [date of first approval]
Revised: 3/02

Student Organizations Electronic Communications FAQ

How do we get a page?

Visit http://www.vcu.edu/web/publish/start/acct_stuorg.html

How much space do we get?

What resources are available to help us develop our web page?

Visit http://www.vcu.edu/web/publish/start/acct_stuorg.html

How can student organization members learn how to develop a page?

Visit http://www.vcu.edu/web/publish/start/acct_stuorg.html

Can we post pictures of Bart Simpson on our site?

Maybe a better question would be "What does Bart Simpson have to do with your student organization?" If you really need to have his cartoon likeness on your site, better check the University of Iowa's extensive collection of [Copyright and Multimedia Law for Webbuilders and Multimedia Authors](#). A good rule of thumb: *"When in doubt, leave it out!"*

How do we get a link from the Student Organization Directory?

Update your registration with the Student Organization Service Center and include your new URL. A link will be created within two business days.