



Listserv Instructions and Tips

How do I subscribe or unsubscribe from a listserv?

Send a message to cic@cic.nche.edu including the name of the listserv, your name, institution, and position. Be sure to first check eligibility requirements for each listserv—membership on each list has certain restrictions.

How do I send a message to the listserv?

Once you are a member of the list, you can send your message to the address of the list.

Presidents List: cicpres-list@cic.edu

Deans List: cicdean-list@cic.edu

Student Affairs List: cicstuaff-list@cic.edu

Public Relations List: cicpr-list@cic.edu

Advancement List: cicadvance-list@cic.edu

Finance List: cicfinance-list@cic.edu

Presidential Spouses List: cicspouse-list@cic.edu

Information Technology List: cicnet-list@cic.edu

Department and Division Chairs List: cicchair-list@cic.edu

Data and Institutional Research List: cicdata-list@cic.edu

How do I reply to an individual who sent a message and not the whole group?

To reply to a message sender, do not hit the "reply" button. This will send your message to the entire list. Instead, type the person's e-mail address in the "to" field.

Can my administrative assistant or staff person post a message to the group?

Only list members can post a message to a group.

Is there an archive of listserv messages?

There are archives for the presidents and chief academic officers listservs. To receive instruction on accessing the archives, please email cic@cic.nche.edu.

My email address changed. Should I let the listserv know?

CIC does its best to maintain current records of member information, however, if you know your address has changed, please send an email message to cic@cic.nche.edu. You will need to tell us your old e-mail address, new e-mail address, name, institution, and the list that you are subscribed to.

What is considered inappropriate use of the list?

Messages posted on the listservs should be limited to discussion of specific questions. Inappropriate use of the list includes sending unsolicited bulk mail (also known as spam) and sending general announcements of events, job vacancies, notices, and other general appeals. Inappropriate use also includes harassing or embarrassing messages, sexually explicit images or content; racially, ethnically or otherwise offensive material; and messages that violate any applicable local, state, national or international laws. If e-mail of this nature is sent to the group, the sender will be removed from the list.