

Student Organization Mailing List Creation/Renewal Form



UNIVERSITY OF MARYLAND
SCHOOL OF PHARMACY

To create a new mailing list for your organization or have an existing one renewed, please complete this form and submit it to Computer and Network Services. Once your advisor approves your request, the list will be created.

- i** To avoid administrative clutter, all student mailing lists must be renewed each year. Your list will not be deleted immediately if you do not renew it; however, CNS reserves the right to delete lists after they have been gone unrenewed for one full school year.

Your name

Your e-mail address

Your class

Your phone number

Your faculty advisor's name

Your faculty advisor's e-mail address

Your organization's name

Is this a new list?

 Yes No, I am renewing an existing list.

**If you are renewing an old list,
would you like to retain the old membership?**

 Yes No, I want to start from scratch.

Briefly describe this list:

A short name for this list

(This will be used as the e-mail address for this list.
i.e. *yourname@lists.rx.umaryland.edu*)

May new members subscribe themselves?

 Yes No, only a list owner may add new members.

Who should be able to post to this list?

 Any member of the list. Only list owners.

Are there other people who should be owners of this list? List them below with their e-mail addresses.

Your signature

Date

If you have any questions, please contact Computing Services at help@rx.umaryland.edu, or call 410.706.4488.