

# 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**

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**Your e-mail address**

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**Your class**

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**Your phone number**

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**Your faculty advisor's name**

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**Your faculty advisor's e-mail address**

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**Your organization's name**

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**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:**

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**A short name for this list**

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(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](mailto:help@rx.umaryland.edu), or call 410.706.4488.