

GUIDELINES FOR ALL BC STUDENT EMAIL LISTSERV

The enrolled_students Listserv (enrolled_students@email.bakersfieldcollege.edu) is a highly protected and enforced listserv that broadcasts messages to the entire renegade student body. Messages may be sent to the full student body that pertain to the students, help advance their learning, or enhance the student experience at Bakersfield College.

Parameters for the use of the all student listserv:

1. All students enrolled at Bakersfield College shall be automatically subscribed to this listserv
2. Due to the immediacy and relevancy of the messages, the following positions have direct access to send messages through the listserv:
 - o BCSGA President
 - o Director of Admissions and Records
 - o Director of Financial Aid
 - o Director of Marketing and Public Relations
 - o Director of Public Safety
 - o Director of Student Life
3. The Office of Marketing and Public Relations shall be responsible to forward any and all messages from other campus offices or departments (not listed above).

Guidelines for message distribution via the all students listserv:

1. Messages must be for the sole purpose of the College to communicate only BC related information to students.
2. All messages must be in compliance with all federal, state, and local laws at the time of submission.
3. Allowed messages include, but not limited to:
 - a. System interruptions
 - b. Department/service closures
 - c. Critical and Non-critical campus issues
 - d. New personnel announcement
 - e. Campus events and activities
 - f. Instructional messages
 - g. Student announcements
4. Not allowable messages include, but not limited to:
 - a. Non-BC related or partnered community events
 - b. Messages for only a particular department/program/club/campus community
 - c. Garage sales or lost item announcements
 - d. Side businesses, propaganda, or solicitations
 - e. Individual job postings
 - f. Replies or forwards to messages

Messages to the student body regarding direct department or program announcements or events, shall be publicized via the campus weekly newsletter – The Renegade Pulse. Submissions can be submitted at www.bakersfieldcollege.edu/pulse.