

Advisor Email List Changes – Updated 8/30/2016

The advisor listserv functionality in Advisor Access has been updated, which affects the way that your advisor lists function. In the past, advisor lists have been tied to a specific term (e.g. Fall 2015), but often advisor lists were created with names that did not reflect the term, which led to some confusion with how the lists were working.

Going forward, advisor email lists will operate as follows:

- Advisor lists will no longer be linked to a term, but will stay up-to-date with your current advisees throughout the year.
- Advisor lists can only be created when looking at the current term in Advisor Access
- Advisor lists names will no longer contain your URID, but instead will use the following format: NET_ID-LIST_TYPE-ADVISEES-L
 - For example, with a NetID of 'jdoe':
 - For a list of all advisees, the list name will be JDOE-ALL-ADVISEES-L
 - For a list of advisees by grade, the list name will be JDOE-FR-ADVISEES-L (Freshmen), JDOE-SO-ADVISEES-L (Sophomores), etc.
 - For a list of department advisees (if applicable), the list name will be JDOE-DEPT-ADVISEES-L
- The list name will **not** be modifiable from the default format.

What steps do I need to take now?

- On the Advisor Access tab, create a new list for your advisees with the new format
- **Make sure that the email address on the list creation page matches the email address you use to send emails. Otherwise you will not be able to send emails to the list.**
- Start using the new lists to communicate with your advisees.

What is happening to my legacy advisor list (lists not in the new format)?

- Legacy advisor lists will not be deleted from lists.rochester.edu immediately, but will no longer be visible on Advisor Access, and will no longer be kept up-to-date with current advisees.
- Legacy advisor lists will be removed from lists.rochester.edu on September 30 2016.

Are there any changes to my course lists?

- No, course list functionality has not been changed.

How can I check the members of my list?

- Send an email with no subject line and only the text *REVIEW YOURLIST-L* in the email body to listserv@lists.rochester.edu.

What If I get a rejection notice when I try to send email to the list?

- Lists are locked down so that only the owner (creator) can send email to the list. However, sometimes the email address in Blackboard (which is used to create the list) does not match the email address that is being used to send email, causing a rejection notice. If this occurs, you will need to change your email in Blackboard to the correct email, and contact the Help Desk to have the list owner updated to the correct email.

Who do I contact if I have questions or problems?

- Please contact the Help Desk at UnivITHelp@rochester.edu or (585) 275-2000