



Student-I Guidelines

Effective January 16, 2025

The student-I email list is primarily for information that relates to student body announcements and information from offices, colleges, departments and units. The student-I email list will be moderated with the following guidelines:

1. The sender must be a valid onu.edu email address or an entity affiliated with ONU (i.e. Mercy Health).
2. Individuals, including students, will not be able to send emails to the student-I list.
 - Offices, departments, colleges and units may send emails to the student-I from their specific email address only (i.e. student-affairs@onu.edu).
 - Faculty members must distribute student surveys being conducted as academic research. This is the only exception to individuals being permitted to send information to the student-I.
 - Emails that meet the guidelines will be distributed within one business day.
3. A weekly digest email with information for meetings, events and fundraisers will be sent on Monday. Information included in the weekly email will be pulled directly from the Northern Network with a posting deadline of Friday at 12:00 PM (noon) each week for inclusion in the weekly digest.
4. No advertising for the selling of items or services. This information will be provided in a weekly email to the student-I.
5. Student organization sponsored events will not be sent via email. This information will be provided in a weekly email to the student-I. An email may be sent to invite faculty and staff to participate if it is appropriate to also invite them.
6. Calendar events will not be sent via the student-I. This information will be provided in a weekly email to the student-I.
7. Emails with content regarding a political campaign or public office election at the local, state, or federal level cannot be sent.
8. No lost and found. Place lost and found announcements on the ONU App message board.
9. No group student absence announcements for University groups. It is the responsibility of the student to notify the appropriate faculty member.
10. No advertising for specific course offerings. New courses will be listed on the Registrar's website.
11. All advertising for student employment postings must be sent directly from Human Resources.
12. Faculty media interviews and scholarship publications are to be sent to the Office of Brand and Marketing Strategy and not the email lists.
13. No confidential or FERPA data is permitted on the lists.

New Guidelines FAQ for Student-I

Why is the student-I changing?

Many students have expressed that too many emails are being sent to the list and the goal is to streamline the information provided to all students.

How can my organization have information sent out to the student-I?

Ensure all of your events, fundraisers and meetings are loaded onto the Northern Network by Friday at 12:00 PM (noon) of each week. This information will be pulled to create the weekly email for the student-I. Please ensure you are reviewing the Visibility for your events. The weekly email will include all events listed as Public or Campus/Invited users only. To review event settings and audience information, you may review the [Northern Network Resource Guide](#).

What will be included in the weekly email?

This email will include events for the upcoming week (Monday through Sunday). Separate sections will contain meetings, events and fundraisers as well as the link to the Northern Network page and any links for fundraisers.

How do you send an email from an office/college/department/unit email address?

Individuals who are a member of a google group/email address for their specific area can also choose to send from this alias. Instructions on how to set up this alias are included [here](#). To view your google groups and review and update settings, visit <https://groups.google.com/>.

Are there other ways to share information with groups on campus?

An additional list exists to share information directly with organization presidents. If you wish to send an email to all organization presidents on campus, please email orgpresidents@onu.edu.

What if my event gets added after the weekly email has gone out?

We are encouraging student organizations to be proactive in their event planning and advertising to ensure that their events are properly advertised in the weekly email. If your event is added after the weekly email is sent and your event is for a future week, it will be included in the following weekly email. Plan accordingly to have your events approved on the Northern Network by Friday at 12:00 PM (noon) for inclusion the following week.

Can I send reminder emails at the last minute to promote my events?

We encourage student organizations to use other outlets to promote your events. Organizations are encouraged to continue to utilize the social media tags - @ohionorthern and @onu_studentlife to have an opportunity for your content to be reshared accordingly. Emails will not be permitted last minute to promote events.

My organization has a flyer we would like to share with the campus about our upcoming event or program. How can we share this without sending a student-I?

There are a variety of bulletin boards as well as opportunities to hang flyers throughout campus. Please ensure you know the policy for each specific location prior to hanging any items and receive approval if needed. In addition, groups can add their flyer as a hyperlink in the description of their event on the Northern Network.