

Quick Guide to Updated Email Policies and Procedures



- * **Events** to: www.augustana.edu/about-us/events/submit
- * **Announcements** to: announcements@augustana.edu
- * **News** to Share to: sharenews@augustana.edu
- * **Employee Information**: hupdates@augustana.edu
- * **Student Information**: studentbulletin@augustana.edu

Campus Events Posting: All campus events, both internal and external, will be posted to the Augustana College Events Calendar.

- **Submitting an event:** All events can be submitted through this link: www.augustana.edu/about-us/events/submit or by emailing events@augustana.edu and including all necessary information.
- **Internal events:** Events geared toward the on-campus community will be posted to this page for students: www.augustana.edu/information-students and this page for faculty and staff: www.augustana.edu/information-faculty-and-staff
- **External events:** Events that are open to the public/community will be posted to this Events page <https://www.augustana.edu/about-us/events>

Lost and Found: All items found on campus will be turned in to the Office of Public Safety. Lost and Found announcements will no longer be promoted individually through email using Google Groups.

- **To Claim Property:** Contact Public Safety at the non-emergency number 309-794-7000.
- **To Turn in Lost and/or Abandoned Property:** Individuals may drop-off single items at the Public Safety Office.

Student Bulletin: Upcoming events, announcements, and general news directed to all students will be posted through the Student Bulletin.

- **Submitting an event:** All events submitted through this event link that are related to students will automatically be included in Student Bulletin.
- **Submitting an announcement:** All announcements can be submitted by emailing studentbulletin@augustana.edu.

HR Update: All campus news, announcements, employee awards and accomplishments, and feature articles relevant to all **employees** will be posted.

- **Submitting an announcement:** Information that you would like to disseminate to all employees, can be sent to hupdates@augustana.edu

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Campus Update: All campus news, announcements, employee awards and accomplishments, and feature articles on strategic college initiatives relevant to all college **employees, students, and families** will be posted through the Campus Update.

- **Content Sources:** Content for the Campus Update is curated from the following submission methods:
 - Submit Events to: [submit an event](#)
 - Submit Announcements to: announcements@augustana.edu
 - Submit News to Share to: sharenews@augustana.edu
 - Submit information that you would like to disseminate to all employees to: hupdates@augustana.edu
 - Submit information that you would like to disseminate to all students to: studentbulletin@augustana.edu

Google Groups (Listservs) Policy: Google Groups are available to deliver information to any specific group of people.

- **Requesting a Google Group:** augustanacollege.samanage.com/catalog_items/1125974-group-request/service_requests/new
- **Joining a Google Group:** View all of the existing Google Groups: <https://groups.google.com/all-groups>

Existing Google Groups with limited posting rights:

- All Students: studentsgroup@augustana.edu
- First Year Students: firstyeargroup@augustana.edu
- Sophomore Students: sophomoregroup@augustana.edu
- Junior Students: juniorgroup@augustana.edu
- Senior Students: seniorgroup@augustana.edu
- Staff/Admin: staffandadmingroup@augustana.edu (not faculty)
- Faculty: facultygroup@augustana.edu.

Job Postings: All internship and job postings, for positions both internal and external to the college, will be posted to Handshake.

- **Posting a Position:** Post an on-campus position through Handshake: <https://augustana.joinhandshake.com/>
- **Consider the Flexible Employer Program (FEP):** For more information about Student Employment or the Flexible Employment Program (FEP) please contact [Andy Shearouse-Coordinator](#).

Questions? Contact Laura Kestner-Ricketts
(laurakestnerricketts@augustana.edu)

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