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**Attention MSW/BSW Students and GVSU SSW Alumni:**

**\*\*Subscribe to the GVSU School of Social Work Listserv/News Group\*\***

**What is the GVSU SSW listserv?**

The GVSU School of Social Work listserv/news group is intended as a way of furthering communication on topics relevant to social work specific to the GVSU School of Social Work. The purpose of it is to share information as well as post questions to subscribed members. It is **your responsibility** to ensure that you are subscribed to the listserv. You will miss important information if you don’t! The listserv is the **main method of communication** from the GVSU School of Social Work to students.

The listserv is utilized to share information about the BSW and MSW programs, job and volunteer opportunities, and communications from the student organizations. Additionally, students may occasionally share invitations to participate in other students’ research course projects. Although information is regularly distributed via the listserv, members are under no obligation to respond to or participate in anything that is posted.

**Why should I subscribe?**

Through the listserv, you will receive **important departmental information** such as:

* Days/times of upcoming field education orientation sessions
* Scholarship application information
* Graduate Assistantship application information
* Study Abroad application information
* Upcoming conferences/workshops
* Student organization information (BSWSO, MSWSO, etc.)
* Semester course schedules
* Volunteer opportunities in the community
* Local employment openings
* Class cancellations

**How do I subscribe to the GVSU SSW listserv?**

1. Compose message to: gvsussw+subscribe@mail.gvsu.edu from the email address you wish to receive messages
2. Leave the subject and body of the message blank
3. Hit send
4. You will receive an email “Join request for GVSUSSW” in the subject line
5. Open the email and click “Join This Group”
6. A welcome message will be emailed confirming you have been added to the group

**Can MSW/BSW students and GVSU SSW alumni send a message through the GVSU SSW listserv?**

Yes, they can, as long as they are a subscriber to the GVSU SSW listserv.

Before submitting a message to listserv, please take the following points into account:

1. Identify yourself in your message with your first and last name. No one can post to the listserv unless they are subscribed to it.
2. Sources of spams, flames, profanity, abusive advertising and typically irrelevant content posted to the listserv may be moderated or have their use or privileges revoked at the discretion of the list owner.
3. Make your subject line as concise yet detailed as possible, and try to keep your messages brief. The listserv automatically rejects messages that are too long. Please submit your post to the list using plain text only and not in HTML or “rich text formats.”
4. Please do not send commercial advertisements or items for sale to the listserv, except for the case of fundraising by Social Work student groups.
5. When responding to a message, reply to the individual who sent the original message, rather than sending your message to the entire listserv.
6. When you send a message through the GVSU SSW listserv, it will reach over 2,000 subscribers which includes GVSU BSW and MSW students, as well as GVSU SSW faculty and staff and GVSU SSW alumni.

**How do I send a message through the GVSU SSW listserv?**

Compose your message to: gvsussw@mail.gvsu.edu

**How do I unsubscribe from the GVSU SSW listserv?**

1. Compose message to: gvsussw+unsubscribe@mail.gvsu.edu
2. Leave the subject and body of the message blank
3. Hit send

**Other important GVSU SSW listserv information:**

Please keep your posts to the GVSU SSW listserv confined to topical matters of interest to the entire group. The list is designed to help keep students and faculty informed of issues, ideas and events relevant to social work practice and education in the greater northern and western Michigan area. **When responding to a message please decide for yourself if your response should be sent directly to the individual as an off-list, private email, or if it’s of interest to the group at large.**

All posts to the GVSU SSW listserv are copyrighted as works of authorship by their respective authors and may not be republished, except in the course of distribution to the GVSU SSW listserv.