



## CAMPUS COMMUNICATIONS POLICY

### **Emergencies**

Should an emergency arise on campus requiring emergency services, police, fire or rescue, time is often essential. Therefore while dialing security will initiate the appropriate responses, a call to 9-1-1 might be a better and faster choice. If 9-1-1 is called directly, please follow that call with a second call to campus security at 908-852-1400, ext. 0. If the emergency poses a threat to the community, Campus Security or University Executives will send alerts via the e2Campus Alert System directly to your cell phone. To access the e2Campus Alert System web site and confirm your contact information is up-to-date please go to:

<http://www.centenaryuniversity.edu/campus-safety/>

### **Public Announcements**

All public announcements must first be approved through the Public Relations department. Please email [publicrelations@centenaryuniversity.edu](mailto:publicrelations@centenaryuniversity.edu)

### **Campus-wide Announcements**

The Campus Community Mailing List is restricted to emergency use only. All campus-wide announcements must be posted on the my.Centenary web site under the "News & Announcements" section.

### **Staff and/or Faculty Announcements**

Please use Faculty and/or Staff campus email distribution lists for official Centenary University communications only.

### **Student Announcements**

The Student Mailing List is also restricted for emergency use only. All announcements for the student body must be posted on the my.Centenary web site under the "News & Announcements" section.

### **Specific Groups of Students**

If you wish to communicate with a select group of students concerning official Centenary University business, you may do so by sending an email directly to those select few, but only if the communication is highly relevant (i.e. necessary for them to function in their role at the University) to all members of the mailing list.

The ability to email to a large number of people is granted only to personnel in specific roles, such as RAs, RDs, Deans, Security, etc.

The Approved University Mailing list will assist you in directing your email to the proper recipients.

**Classmates or Students in a Particular Class**

If you wish to communicate with all of, or a select few of, the students in a given class, please email them through the online Learning Management System (Moodle).

**Individual Communication**

Please use campus email to communicate directly with individuals.

**Vendor Events**

Vendor events are only to be advertised once on the day that they are occurring on the calendar system. If multiple vendors are attending the same event on the same day, only one event should be posted, and the various vendors should be listed in the description for that single event.

**SPAM and Abuse of Communications**

Should you receive SPAM email or feel that any of our communications systems are being misused, for whatever reason, please email: [abuse@centenaryuniversity.edu](mailto:abuse@centenaryuniversity.edu).