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## Student E-newsletter Guidelines

Student Affairs and Services

Guideline

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### 1.0 Purpose

- 1.1 The Student E-Newsletter on the Fredericton Campus is sent regularly year-round to all UNBF students and recent students with active UNB e-mail accounts.

### 2.0 Applicability

- 2.1 Fredericton Campus

### 3.0 Definitions

- 3.1 None applicable

### 4.0 Implementation

- 4.1 Newsletters will be sent each Tuesday and Friday during the academic year and on Wednesdays during the summer months. Newsletters will also be sent on Wednesdays during the academic year when there is sufficient demand.
- 4.2 The student e-newsletter is a forum for university events and notices only. The e-newsletter does not promote events at which the consumption of alcohol is the primary focus, e.g. pub crawls. The content of the e-newsletter is also subject to the University's [general regulations on conduct](#). Submissions that do not meet these criteria will not be included in the newsletter.
- 4.3 The full text of messages intended for transmission must be provided via our online submission form at [www.unbf.ca/student-services/enews/submissions/submission.cgi](http://www.unbf.ca/student-services/enews/submissions/submission.cgi).
- 4.4 Announcements should be no longer than 250 words in length. If elaboration is needed, website addresses should be given. Student Affairs and Services reserves the right to edit submissions for length.
- 4.5 Notices of research projects conducted as part of an undergraduate course project will not be allowed. Graduate projects must be screened by the University's Ethics Committee and the posting must include the UNB Research Ethics Board approval number (REB #).
- 4.6 Deadlines: During the academic year (September through April) the deadlines are 12:00 PM on Monday for the Tuesday newsletter and 12:00 PM on Thursday for the Friday newsletter. Over the summer months (May through August) the deadline is 12:00 PM on Tuesdays for the Wednesday newsletter. Note: Because of the high level of demand, notices should be sent well in advance of the event.

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- 4.7 Student Affairs and Services reserves the right to prioritize messages based on time sensitivity and breadth of interest to students.
- 4.8 Transmission of any particular message is at the discretion of the Director of Student Affairs and Services and cannot be guaranteed.
- 4.9 Notices will be sent out as stand alone messages only under exceptional circumstances, e.g., snow closure of the entire university.
- 4.10 Notices which meet the above guidelines can be submitted via email to Student Affairs and Services at [E-News Submissions](#).

### 5.0 Interpretation and Questions

- 5.1 The Office of Student Affairs is located at C.C. Jones Student Services Centre. Phone: 506-453-4527 Email: [staffair@unb.ca](mailto:staffair@unb.ca)