

**Option 1:** For departments with only one advisor or to communicate with all Undergraduate majors-

Someone in each department, a staff member or an advisor, should have access to e-mail all undergraduate majors. For example, the Philosophy undergraduate e-mail address is **PHIL\_majors\_u@memphis.edu**.

To request access to the undergraduate major e-mail distribution list: The department chair sends an e-mail to [hdcoord@memphis.edu](mailto:hdcoord@memphis.edu) requesting permission for whoever needs to access this e-mail list (including the person's name and username).

**Option 2:** Each advisor with advisees assigned on SGAADVRS will have a list of advisees in Self Service Banner – go to myMemphis, Advising or Faculty tab, Self Service Banner, Faculty and Advisors, Student Information Menu, Advisee Listing.

The advisor can e-mail all advisees by using the “E-mail your advisees” link at the bottom of the list of advisees. However, for advisors with a large number of advisees, this option does not work, and the advisor must use option 3. (The number of characters in the “To” line is what determines how many advisees is too many for this option.)

NOTE: You can tell by the alternate pin column on this list which of your students have been cleared by looking for your initials or initials of another advisor. Those who have not been cleared will have a random combination of 6 letters/numbers instead of initials in this column.

**Option 3:** Each advisor with advisees assigned on SGAADVRS should be able to e-mail all students assigned as his or her advisees using this e-mail address- **advisor\_username@memphis.edu**. For example, my username is pakrech, so my advisee e-mail address would be **advisor\_pakrech@memphis.edu**.

If you do not have access to this method of e-mailing your advisees, you should submit a Helpdesk to request an advisor e-mail address.