

# Sympa Listservs

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## Listserv

The first, and easiest, way to create, modify, and manage a listserv would be to use [Central](#). This list management system is used primarily by students, faculty, and clubs on campus. Detailed instructions for creating and maintaining your list can be found [here](#).

## Sympa

Sympa is a very powerful application that runs SQL queries against Clemson databases every time an email is sent to the list. This list management system is used primarily by departments that are looking to focus a particular type of user. E-mail distribution lists will be created for official University use only. Sympa listservs are created for special circumstances and are maintained primarily by CCIT. Most lists should be created in Central.

In most cases, a list of students that you may want to email probably already exists. If a list already exists, you will need to contact the owners of that list to gain approval to send out to it.

In order to establish a standard across departments, a naming convention was established.

A set of 8 lists were created for every “major code.” Since the major codes are expressed in a slightly different fashion in iRoar, the major code lists are renamed to match the iRoar/Banner naming convention.

Each major gets a set of 8 email distribution lists. This includes

- all students in major code xxxx (nothing extra added to list name)
- all graduate students in major code xxxx (Lists will end with “\_GR”)
- all undergraduate students in major code xxxx (Lists will end with “\_UG”)
- all freshmen in major code xxxx (Lists will end with “\_FR”)
- all sophomores in major code xxxx (Lists will end with “\_SO”)
- all juniors in major code xxxx (Lists will end with “\_JR”)
- all seniors in major code xxxx (Lists will end with “\_SR”)
- all freshmen with gpa less than 2.0 in major code xxxx (Lists will end with “\_PR” for probation)

The names of the major code lists will be based on iRoar and will be in the format (without the parentheses!)

MAJ(major field)\_(program code) for all students in that major+program or

MAJ(major field)\_(program code)\_GR for all grad students in that major. GR may be replaced with other options listed above.

Major codes with concentration options will include the option in the name of the list.

MAJ(major field)\_(program code)\_(concentration option) for all students in that major or

MAJ(major field)\_(program code)\_(concentration option)\_GR where GR may be replaced with UG or FR or SO, etc.

For example if the major code mailing list was MAJ128-L@lists.clemson.edu, the new list name will be MAJENR\_BS-ENR-1\_NRE@lists.clemson.edu.

Please note the “@lists.clemson.edu”. These new major code lists WILL require the address of the new listserver that was put into production in July 2012.

If you have questions or problems with your list, send a message to [ithelp@clemson.edu](mailto:ithelp@clemson.edu). Please include the full name of the list, a full copy of any error messages, and any other pertinent details. The more information that you provide, the faster we can respond!

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=1695>