

# Electronic Communications

In addition to the various printed handbooks and advising sheets available to assist students, the School of Management uses several electronic means to communicate with its students. During your years at BU, you will need to be familiar with and regularly use these electronic communications tools. Failure to do so will mean that you will miss important information which could effect your degree program and/or job searches.

## E-Mail

The main information source for all undergraduate students is email. When you matriculate at BU you automatically get an email account. The Computer Center will provide you with a B.U.I.C.K. cd containing all the software you need to access your email account on your own computer. You may also access email via BUSI from any public computer on campus. If you have any questions on how to use this software, please contact the Computer Center Help Desk (Mon-Thurs 8AM-7PM, Fri 8AM-5PM).

All dormitory rooms are wired to allow access to the campus computer system allowing you to read email from your room. Off campus students can easily connect to the system. Once you have your email account, you can access it via a variety of mail readers. You can also access your email via the web at: <http://webmail.binghamton.edu/>

While you can also continue to use other email addresses such as Hotmail or Yahoo, please make it a point to read your BU email regularly. It is not currently possible to use another email address as your “official” BU address although you may forward your BU email to another account.

## Contacting Advising via email

Many questions you have can be answered via email, saving you the need to visit the Advising Office. The best email for questions is: **bperry@binghamton.edu**. Most email is answered the same day. Please make sure to include your name in case I need to look up your student record.

## Instant Messaging

The Advisor is also available via Instant Messaging under the ID: **somadvising**. I’m not always in my office, but its worth a try if you have a question you need a quick answer to.

## LISTSERV’s

Each semester the Advising Office creates email lists for all SOM students and for each of the majors. This allows mass emailing of important information to all or select groups of students. Most of the email you get from SOM will be a result of these listserv’s. Your BU email address is the default address used. If you wish to use another address, you can do so by subscribing to the list(s) you wish to receive at the alternate address. You would need to do this each semester as the lists are recreated using only your BU email address each semester. Send an email to [listserv@listserv.binghamton.edu](mailto:listserv@listserv.binghamton.edu) with the following in the body of the message (no “subject” is needed):

**subscribe (listname) (email address) (your name)**  
e.g. subscribe SOMUG-L johndoe@hotmail.com John Doe

The SOM student listserv’s names are:

- SOMUG-L (all SOM students)
- SOMACCT (all accounting majors)
- SOMMGMT (all management majors)
- SOMFIN-L (all finance majors)
- SOMHRM-L (all HRM majors)
- SOMGM-L (all global mgmt majors)
- SOMMIS-L (all MIS majors)
- SOMMKTG (all marketing majors)

Your BU email will automatically be included in the general listserv and all declared concentration listservs each term. If you declare a major or concentration after the semester begins and lists have been created, you will need to add yourself to the desired listserv using either your BU email address or an alternate.

Listserv messages are clearly marked with the subject so that you can delete those of no interest to you. Email will be sent out about deadlines, course changes, scheduling, internship and job offers, campus visits by recruiters, student club meetings and various other topics. Often multiple emails will be sent each day.

Please make it a point to read your email regularly. It will miss critical information if you don't.

## **Blackboard**

An majority of your professors, especially SOM professors, have adopted Blackboard as a communications medium. This program allows each professor to set up a private system for each class. Students access the Blackboard to view syllabi, assignments, readings, etc. They also may communicate with other students, ask questions of the professor or TA's, and have private subsections for team projects. Students are normally signed-up for Blackboards automatically, but if you add a course after it starts, the professor may have to add you. You are not automatically dropped from the Blackboard of a class if you drop the class.

## **SOM Website**

The School of Management website is located at <http://som.binghamton.edu/>. It is a good source of general information about your program.

The Academic Advising section: <http://som.binghamton.edu/sr/undergraduate/index.htm> has links to Advising, useful forms, concentration information, Study Abroad, Internships and much more.

## **BUSI Web Center:**

BUSI ( <http://busi.binghamton.edu/> ) is the BU student information center. BUSI is where you will register for classes, run DARS reports whenever you want one, pay bills, forward your email, check financial aid, and generally manage your interactions with the university. It contains the schedule of classes, the academic calendar, the course guide (descriptions of the various courses), and a connection to Blackboard. Use it regularly.