

## SECONDARY EDUCATION LISTSERVS

The Secondary Education Department uses a listserv as the primary method of communicating information to students; i.e. course information/changes, program information, important meetings. Please remain subscribed until you have completed your program. You are required to use your Western (on-campus) e-mail account.

You are required to sign up for the appropriate listserv below:

Undergrad/post bacs:	“seced”
Master/cert:	“seced-grads”

To subscribe, send mail to [listproc@lists.wvu.edu](mailto:listproc@lists.wvu.edu) with nothing in the subject box and this message (note spaces):

sub seced Yourfirstname Yourlastname

OR

sub seced-grads Yourfirstname Yourlastname

To unsubscribe from the list, send mail to [listproc@lists.wvu.edu](mailto:listproc@lists.wvu.edu) with this message:

unsub seced

OR

unsub seced-grads

**The listserv is a one-way communication:  
you cannot reply using the listserve.**