

**NORTHWEST VISTA COLLEGE
PROCEDURE**

Procedure Number: **SS 6.1.8**
Procedure Title: **V2V Email Notification Process**

I. **Purpose**

To keep NVC student veterans and advocates updated with current V2V campus events, meetings, information and resources.

II. **Procedure Statement**

To send all information to NVC student veterans and advocates through the V2V distribution list and V2V advocate list.

Step 1: Update NVC Vet email list

Locate each semester all updated student veterans and advocates e-mails by reviewing NVC Veteran's Services Departmental database and running a cross report in Excel.

Step 2: Send information

Send useful information, from or outside of school, to all NVC student veterans and to NVC V2V Advocates through email and Orgsync Vet to Vet portal.

Step 3: Advocate meetings

Conduct monthly meetings and to discuss current events, also to share ideas on what we can do for NVC student veterans. Invite Student Veterans to attend these meetings via email.

Contact for Interpretation: Director, Student Life

Relevant Board Policy: N/A
Relevant SACSCOC Principle: CS 3.3.1.3

Last Updated: September 22, 2016 _____

Approved: _____
Vice President for Student Success