

Welcome! You have been added to the TRANSFER-COUNSELORS mailing list by Ruth De Tro [detroru@butte.edu](mailto:detroru@butte.edu) the Transfer Counselors list manager.

Please keep this message as a reference for the following information:

Please add the list address, [TRANSFER-COUNSELORS@LISTSERV.CCCNEXT.NET](mailto:TRANSFER-COUNSELORS@LISTSERV.CCCNEXT.NET), and the listserv administration address, [LISTSERV@LISTSERV.CCCNEXT.NET](mailto:LISTSERV@LISTSERV.CCCNEXT.NET), to your 'approved sender' list in your e-mail client. Otherwise messages sent over this list may go to your "JUNK" folder OR BE BLOCKED and you could miss important information!

We encourage you to use this listserv as a tool to start communications between you and your colleagues. Below are instructions on how to properly send (and reply) to Transfer Counselors listserv announcements.

TO SEND A QUESTION OR START A DISCUSSION over the listserv, select the list address: [TRANSFERCOUNSELORS@LISTSERV.CCCNEXT.NET](mailto:TRANSFERCOUNSELORS@LISTSERV.CCCNEXT.NET) that you just added to your contacts (approved senders) and compose an e-mail message as usual. After you send the message you will receive a confirmation request, which is a simple e-mail message with a link you need to click for confirmation. Follow the instructions in the e-mail to confirm your intention to post to the list and your original message will be distributed to everyone on the list. The confirmation process is used to reduce fraudulent or deceptive use of listserv.

Use the **REPLY** button to send a response to an e-mail you have received from the list. Note that by using the REPLY button your e-mail response will be sent directly to the sender rather than to everyone on the list.

To POST A UNIVERSITY ANNOUNCEMENT over the list, forward the e-mail to Ruth De Tro: [detroru@utte.edu](mailto:detroru@utte.edu) so it can be distributed to the appropriate listserv members. Ruth will also reformat your university announcement into a portable document format and post it to the Transfer Counselors Website.

If you know others who are interested in joining this list, please invite them to go to the website at: <http://www.ccctransfer.org> and enter their information in the subscribe button on the sign-up box. The TRANSFER-COUNSELORS listserv will send a confirmation request to the sender with a link for confirmation. Follow the instructions in the e-mail to confirm your subscription. The confirmation process is used to prevent fraudulent use of listserv.

To unsubscribe from the listserv, simply visit the website at <http://www.ccctransfer.org> and use the unsubscribe button on the sign-up box.

You can access your subscriber settings and additional options at the Listserv Web Interface: <http://listserv.cccnext.net/scripts/wa.exe>

You can review the list archives (communications history) at: <http://listserv.cccnext.net/archives/TRANSFER-COUNSELORS.html>

For technical support contact Ruth Detro at: [detroru@butte.edu](mailto:detroru@butte.edu) or Listserv Support at: [support@cccnext.net](mailto:support@cccnext.net). When contacting support please make sure to provide your name, e-mail address and a phone number where you can be reached. Please keep this message for future reference.