##### JMU Email Request Page 1 of 5

For **student** mail, fill out this request (including Student Selection) and email to the Office of the Registrar ([hansenda@jmu.edu](file:///Users/hackbaga/Downloads/hansenda@jmu.edu)). For **employee** mail, fill out **ONLY** the first two pages of this request (including Employee Selection) and email to Human Resources ([thoma2an@jmu.edu](mailto:thoma2an@jmu.edu)). For a **combined** mailing, do both. Please allow **5 working days** for mailing, approval and processing.

***Request***

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MSC: \_\_\_\_\_\_\_\_\_\_\_ Date of Request: \_\_\_\_\_\_\_\_\_\_

Requestor / Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_

Date Required: Not before: \_\_\_\_/\_\_\_\_\_/\_\_\_\_ At least by: \_\_\_\_/\_\_\_\_\_/\_\_\_\_

\*\*When this form is emailed from the Department Head or Student Group Advisor’s JMU email address (@jmu.edu), the form will be accepted without a physical signature. Both the email text, in ***.docx format***, and the completed form should be emailed to the appropriate offices listed above. Acceptance of the form via email, without signature, is a temporary measure due to the number of people working remotely.

# 

Data Approval:  Human Resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registrar’s Office Signature(s) Date

Output

***Employee Output Options*** (choose one or more):

* File to [**mailservice@jmu.edu**](mailto:mailservice@jmu.edu)
* Email Distribution
* Email Distribution to IDs For this, you must send a file of fully-qualified email IDs to

[**request-bulkmail@jmu.edu**](mailto:request-bulkmail@jmu.edu)

***Student Output Options*** (choose one or more):

□ File (JMU Mail Services) **Please fill out items 1-8 under Student Selection.**

* Email Distribution
* Email Distribution to IDs For this, you must send a file of fully-qualified email IDs to

[**request-bulkmail@jmu.edu**](mailto:request-bulkmail@jmu.edu)

***\*\*\* NOTE: For all requests (email, and file), a copy of the text must be attached as a .docx format and the text must be sent to request-bulkmail@jmu.edu. If this is not done the request will be delayed. \*\*\****

How many students/employees do you expect to be selected (based on the criteria you chose below): \_\_\_\_\_\_\_\_

**If Email, complete ALL 4 steps below (see FAQ for guidelines). Choose either @jmu or @dukes for each:**

1.Email the text of your message to **[request-bulkmail@jmu.edu](mailto:request-bulkmail@jmu.edu)**,

The message was sent on \_\_\_\_/\_\_\_\_/\_\_\_\_, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @jmu.edu @dukes.jmu.edu

2.Attach a printed copy of the text to this form

3. Define the email addresses (use ONLY your Official JMU e-ID) and subject

*You may use the same or different mailboxes for the 2 addresses below. Faculty/Staff may request a departmental mailbox from* <http://www.jmu.edu/computing/communication-and-collaboration/exchange-email.shtml>.

From [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](mailto:________________________@jmu.edu) @jmu.edu Reply-To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @jmu.edu

@dukes.jmu.edu @dukes.jmu.edu

Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. If the request is for a survey that requires IRB approval, please list that number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Choose which option best describes your email:  Informational **(see FAQ for details on criteria)** Official

Page 2 of 5

***Employee******Selection***

**Note:** Please email Human Resources ([thoma2an@jmu.edu](mailto:thoma2an@jmu.edu)) with status questions.

1. **Employee Population**

* Full-time & Part-time Employees (112100, 112300, 112600, 112700, 112800, 112810, 112820, 114100, 114500, 114530,

(includes ALL JMU Faculty & Staff) 114900, 114910, 114920)

* All Full-time Faculty ONLY (112100, 112600, 112810, 112820)
* All Full-time Employees ONLY (112100, 112300, 112600, 112700, 112800, 112810, 112820)
* A/P Faculty ONLY (112100, 112820)
* Classified ONLY (112300, 112700, 112800)
* Instructional Faculty ONLY (112600, 112810)
* All Faculty ONLY (112100, 112600, 112810, 112820, 114500, 114910, 114920)
* All Part-time Employees ONLY (114100, 114500, 114530, 114900, 114910, 114920)
* Wage ONLY (114100, 114900)
* PT Faculty ONLY (114500)
* PT Non-Teaching ONLY (114530)
* Department Heads, Associate Vice Presidents, Deans, and Vice Presidents ONLY
* Affiliates (113600)

1. **Division** - specify one or more, (only necessary if you wish to send information to a specific division)

* Select employees working in these Divisions

\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Department -** specify one or more, (only necessary if you wish to send information to a specific department)

* Select employees working in these Org Codes

\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 3 of 5

*Student Selection*

**Note:** E-mail addresses are available only for those students eligible to enroll or enrolled.

Students who have graduated or have withdrawn cannot be emailed via this process.

Please email questions to [**request-bulkmail@jmu.edu**](mailto:request-bulkmail@jmu.edu).

**Check boxes as directed – these are Required:**

**1. Term\*** (choose one)

* Fall Year \_\_\_\_\_\_
* Spring Year \_\_\_\_\_\_
* Summer Year \_\_\_\_\_\_

*\*The term you choose will be used for the criteria below*

**2. Population** (choose one)

* Students
* Instructors of Record (Email Distribution is the only output choice available)

# If you chose the Instructors of Record population, this is Required:

1. **Academic Organization**

* Select instructors of record who work in this Academic Organization—specify one college or department—or specify UNIV for all: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you chose Student population, this is Required:**

**4. Type of Student** (choose one)

* Enrolled *(Already enrolled)*
* Eligible to Enroll *(Already enrolled or approved to enroll)*

**If you chose File Output Option, these are Required:**

**5.** **Sequence** (choose one) *Sequence will be vertical on each page*

* Name
* Zip, Then Name
* JMU Mail Box

1. **Name to Print** (choose one)

* Primary Full Name  Preferred Full Name

1. **Address Usage** (choose one) ***Cascades until it finds an active address:***

* Home *Home*
* Mailing *Mailing (includes JMU box), Home*
* Bill-Here *Billing, Mailing (includes JMU box), Home*
* Bill-Away *Billing, Home*

**8. Add “To” Line** *Printed on first line of label*

* To The Parents/Guardians Of
* To The Family Of

# Page 4 of 5

# If you chose Student population, these criteria limit the population further, and are Optional:

# *Fill out needed criteria only. Each criterion is an additional limit of the population.*

**9. Use Random Sampling**

* Yes, Number of students to select is \_\_\_\_\_\_\_\_\_

1. **Resident Type** (choose one)

 Residents assigned to housing

 Residents with a housing contract (*In spring before Housing assignments are complete*)

 Commuters

1. **Residence Hall** (specify one or more):

 Select students in these Residence Hall(s): \_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Residence Area, such as Village** (specify one or more)

 Select students in these Residence Areas: \_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_

**13. Admit Type** (choose one or more)

* First Year Freshman  Continuing Education
* Transfer  Graduate
* Re-entry  Doctoral

**14. Residency** (choose one)

 In-State  Out-Of-State

**15. Graduating Students** (choose one) *Must also choose Academic Career(s)*

* Expected to Graduate
* Applied (Planning to Graduate) *Data is available 2-3 weeks before graduation*
* Graduated

**16. Academic Career** (choose one or more)

 Undergraduate  Continuing Ed  Graduate  Doctoral

Operator: If more than one career is chosen, and criteria below #18 are chosen, see operator instructions.

**17. Undergraduate Academic Level** (choose one or more)

* Freshman Junior
* Sophomore Senior

**18. Academic Program** (specify one or more)

* Select students in these Academic Program(s)—i.e., for undergraduates, specify UGEN;

for graduate students, specify major; for continuing education, specify level: \_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_

**19\*. Academic Plan**  (specify one or more)

* Select students in these Academic Plan(s), i.e., majors, minors, and pre-professional:

\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_

**20. Academic Subplan** (specify one or more)

* Select students in these Academic Subplan(s), i.e., concentrations:

\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_

**21. Restrict by Cumulative Credit Hours Earned**

* Yes, Range \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_

Page 5 of 5

**22. Academic Subplan** (specify one or more)

* Select students in these Academic Subplan(s), i.e., concentrations:

\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_

**23. Restrict by Cumulative Credit Hours Earned**

* Yes, Range \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_

**24. Restrict by Cumulative GPA**

* Yes, Range \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_

**25. Academic Standing** (choose one or more) *Data is only available after final grades are posted*

*for the term you chose above.*

* Academic Suspension Academic Warning
* Academic Probation Good Standing

**26. Honors** (choose one or more)

*Undergraduate Honors:* *High School Honors:*

* Dean’s List Valedictorian National Merit Finalist Sclr
* President’s List National Merit Commended Sclr National Merit Semi-Finalist

**27\*. Academic Organization**

* Select students whose major academic plan is in this Academic Organization—specify one college: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**28\*. Instructor of Record** (specify one)

* Select students who are enrolled in classes of this Instructor of Record:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Student Admin emplid

**29\*. Course Id** (specify one or more)

* Select students who are enrolled in these Course Id’s, i.e., *all* sections:

\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**30\*. Advisor** (specify one)

* Select students who are advised by this Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Student Admin emplid

James Madison University

\* Note to operator: not all values are displayed online Revised September 2025