

**You have been added to the TRANSFER-COUNSELORS mailing list** (Transfer Counselors) by David Albrecht <[albrechtda@CCCNEXT.NET](mailto:albrechtda@CCCNEXT.NET)>.

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 listserv will go to your "JUNK" folder OR BE BLOCKED and you may miss important information!

**We encourage you to use this listserv as a tool to start communication among you and your colleagues.** Here are some instructions on how to properly send (and reply) to listserv announcements.

**To SEND a message TO EVERYONE** subscribed to the list, address an e-mail to [TRANSFER-COUNSELORS@LISTSERV.CCCNEXT.NET](mailto:TRANSFER-COUNSELORS@LISTSERV.CCCNEXT.NET). The TRANSFER-COUNSELORS listserv will then send you a confirmation request, usually a simple e-mail message with a link for confirmation. Follow the instructions in the e-mail to confirm the posting and then your original message will be sent to the list. The confirmation process is used to reduce fraudulent use of listserv.

**If you SEND a message AND EXPECT A REPLY**, please be sure to INCLUDE your personal email address in the body of the message (by your signature is the best place).

**If you REPLY back to a message**, please note that a new feature has been incorporated that allows you to use the REPLY button to send your response directly back to the sender rather than to everyone on the listserv.

**IMPORTANT:** Please remove RE: (reply) and FW: (forward) from the subject of any message sent to the listserv. These words have been blocked because they are frequently used by spammers and spoofers.

**If you know others interested in joining this listserv**, please invite them to go to the website at <http://www.ccctransfer.org> and use the subscribe button on the sign-up box. Or, they may use an e-mail system to subscribe to the list. Send e-mail from the address to be subscribed to: [LISTSERV@LISTSERV.CCCNEXT.NET](mailto:LISTSERV@LISTSERV.CCCNEXT.NET) and put SUBSCRIBE TRANSFER-COUNSELORS in the body of a BLANK, NON-HTML e-mail. NO SUBJECT OR SIGNATURES, PLEASE! The TRANSFER-COUNSELORS listserv will then send a confirmation request to the sender, usually a simple e-mail message with a link for confirmation. Follow the instructions in the e-mail to confirm your subscription. The confirmation process is used to reduce fraudulent use of listserv.

List archives and subscriber settings are available from the Listserv Web Interface. Follow the links below for access. You will be required to create a username and login. Follow the onscreen instructions.

**To unsubscribe from the listserv**, simply visit the website at <http://www.ccctransfer.org> and use the unsubscribe button on the sign-up box. Or, send e-mail from the subscribed address to: [LISTSERV@LISTSERV.CCCNEXT.NET](mailto:LISTSERV@LISTSERV.CCCNEXT.NET) and put UNSUBSCRIBE TRANSFER-COUNSELORS in the body of a BLANK, NON-HTML e-mail. NO SUBJECT OR SIGNATURES, PLEASE!

Access subscriber settings and options at the Listserv Web Interface: <http://listserv.cccnext.net/scripts/wa.exe>

Access the list archives at: <http://listserv.cccnext.net/archives/TRANSFER-COUNSELORS.html>

For technical support: Contact the Webmaster/Listserv Manger/Program Administrator, Ruth De Tro at [detroru@butte.edu](mailto:detroru@butte.edu) or Listserv Support at [support@cccnext.net](mailto:support@cccnext.net).

Updated: 6/24/2015 12:42 PM  
Grd

