

NACADA Discussion Forum Guidelines

The forum is meant for NACADA members to share, post, discuss, and comment regarding topics in advising. There are Forums set up for General Discussion, a variety of Advising Topics, and Advising Research. All members have access to ALL forums, you decide where your topic works best. These discussions are meant to be member to member, if you have a question or inquiry for the NACADA Executive Office, email nacada@ksu.edu.

These guidelines and procedures were established for users of the NACADA Discussion Forum. All those who post to the forum are asked to following the guidelines listed below.

- 1. Your NACADA membership must be current to access the forums.
- 2. NACADA Forums may not be used for the solicitation, promotion, or sales of commercial products or services.
- 3. NACADA Forums may not be used for campaign purposes by NACADA members running for an elected leadership position.
- 4. NACADA Forums may not be used to promote or engage in political activities as it is a violation of our 501(c) status.
- NACADA Forums may not be used for posting job announcements or position descriptions. Submit job announcements on NACADA's Position Announcements page. To post a position on the NACADA website visit <u>nacada.ksu.edu/Programs-Services/Position-Announcements.aspx</u>.
- 6. NACADA Forums may not be used for posting of course offerings or programs at your institution.
- NACADA Forums may not be used to solicit research participants. If you would like to solicit NACADA members for your research study please visit nacada.ksu.edu/Resources/Research-Support/Member-Surveys.aspx
- 8. Be respectful and considerate of your colleagues in your postings. Everyone on the forum has an expectation of privacy and safety.
- 9. Do not use foul language or insults.
- 10. Keep the focus on the topic you have chosen to post under.
- 11. Posts promoting a specific program should be listed under the specific topic dedicated to college programs.
- 12. Avoid posting the following replies.
 - a. 'Thanks.'
 - b. 'Thanks. Hope you are well. All the best.'
 - c. 'Yes.' or 'No, unfortunately.'
- 13. If a topic is already in progress, use that thread for your response instead of starting a new one. Read through all replies before posting, someone may have posted something similar to your post.

NACADA reserves the right to remove or block any user or post for violating the above guidelines.	