



Graduate Programs and Student Affairs
Olin Hall, Room 320
781.239.4474

GSC Weekly Email

Email GSC Director of Communications Ewa Hu at ehu1@babson.edu to get your event listed in the weekly email that the GSC sends out to the whole student body.

Send all event submissions by 12:00PM (noon) on Saturday. The email will be sent by Sunday afternoon. Here's the usual format. To avoid mistakes please use this format for all submissions.

What: NAME of EVENT

When:

Where:

Why:

Contact:

Please note that the ideal way to promote your event is via the GSC weekly communication. If you decide to use the email lists, please be sure to be conscious and considerate of "spamming" your classmates. Email traffic gets heavy quickly! See next page for more information.

Graduate Student Distribution Lists

Please be sure to reference this list and only send emails relevant to the specific student population (e.g. Fast Track West Coast students are rarely, if ever, on Babson campus, perhaps only for their program's kickoff and graduation).

These lists are to be used to promote Babson-related events and activities. Please do not use these lists for self-promotion.

List Name	Who is included on this list?
Grad_Exchange	<ul style="list-style-type: none"> Graduate exchange students from international partner schools taking classes at Babson full-time Some Office of International Program staff
Grad_Fast-Track_MBA_East Coast [Non-Academic Use]	<ul style="list-style-type: none"> All part-time, working professional students in various stages of the Fast Track MBA program on the East Coast There are approximately 350 part-time Fast Track students, residing in multiple states primarily on the East Coast Different cohorts are on Babson's campus for class on Friday and Saturdays only, approximately every six weeks Some graduate school staff
Grad_Fast-Track_MBA_WestCoast [Non-Academic Use]	<ul style="list-style-type: none"> All part-time, working professional students in various stages of the Fast Track MBA program on the West Coast There are approximately 100 part-time Fast Track students, residing in multiple states primarily on the West Coast Different cohorts are rarely, if ever, on the Babson campus, perhaps only for their kickoff and graduation Some graduate school staff
Grad_First-Year_MBA [Non-Academic Use]	<ul style="list-style-type: none"> All MBA First-Year students in the Two-Year MBA Program There are approximately 155 students in the first year of the MBA program Some graduate school staff
Grad_Full-Time_Evening_MBA [Non-Academic Use]	<ul style="list-style-type: none"> All full-time students in various stages of the Evening MBA program There are approximately 25 full-time students taking classes at Babson full-time. Some graduate school staff This group should be included for events geared towards full-time students
Grad_One-Year_MBAs_M2009 [Non-Academic Use]	<ul style="list-style-type: none"> All One-Year MBA students There are approximately 80 One Year students Some graduate school staff
Grad_Part-Time_Evening_MBA [Non-Academic Use]	<ul style="list-style-type: none"> All part-time Evening MBA students in various stages of the Evening MBA program (approximately 1000 students) Masters of Science in Accountancy (MSA), Boston Scientific Masters of Science in Management (MSM), Masters of Science in Management with concentration in Technological Entrepreneurship (MSM-TE), Certificate in Advanced Management (CAM), MBA Exchange and Visiting students (approximately 60 students) Some graduate school staff
Grad_Second-Year_MBA [Non-Academic Use]	<ul style="list-style-type: none"> All MBA Second-Year students in the Two-Year MBA Program There are approximately 155 students in the second year of the MBA program Some graduate school staff