Protocol for updating the “eegrad” alias on spectra

- **Application process of new graduate students**
  - **EE Office** sends to *accepted* applicants an email (or letter)
    - Notification that they have been accepted (we already do this)
    - Instructions that if they will attend the University, they should send an email to the eeoffice@hawaii.edu with their
      - Name
      - @hawaii.edu email address, e.g., jsmith@hawaii.edu
      - (Optional) alternate email address, e.g., jsmith@yahoo.com
  - This email should be sent before the student’s first semester. It will help the department keep in contact with the student when the semester begins.

- **EE Office** builds a list of new graduate students

- **First week of class**: Late registration begins and a late fee
  - The following assumes that class begins on Monday
  - Before Friday
    - **June** looks over graduate class registration and finds new students and their email addresses
    - **EE Office** sends its list of new students and their email addresses to June on Thursday
  - Friday, **June** adds the new students to the eegrad alias on spectra
  - At the end of the week, the email list is “stable”