

About AACP Lists

AACP lists are group e-mail discussions that allow members to exchange information in a peer-to-peer forum. Colleagues on the lists can share ideas, get information and ask questions on important issues. The lists are quick and simple to use, so you can easily stay current. The lists are available 24 hours a day, seven days a week, so information from your peers is available when you need it. In addition to being an AACP member, you must also be a member of the list in which you wish to participate. Once you are a member of a specific list, you will be able to receive messages, reply to messages and post new messages.

Through your [member profile page](#), members have the ability to subscribe/unsubscribe to multiple Section and SIG lists.

Etiquette

- Include only the relevant portions of the original message in your reply, delete or cut any irrelevant text from your replies. This is especially important when receiving messages as a daily digest.
- Do not post commercial messages. This includes recruitment advertisements as well as college or school newsletters.
- Include a signature tag on all messages. Include your name, affiliation, location and e-mail address.
- State concisely and clearly the specific topic of the comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- Send messages such as "thanks for the information" or "me too" to individuals--not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- Do not send administrative messages, such as remove me from the list, through the lists. Instead, follow the instructions for removing your name from the list appearing at the bottom of messages. If you are changing e-mail addresses, you do not need to remove yourself from the list and rejoin under your new e-mail address. Simply change your e-mail using the "Edit Member Profile" link on the "Membership" link located on the right-hand side of the AACP homepage.
- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."
- Don't type messages in all upper case letters. This is perceived as "shouting."
- If you send a message on the listserv and are collecting responses, please include the text, "Please do not reply to this message. Respond directly to [insert your name]."
- If you use an auto-responder to tell people that you are out of the office, or that you received their messages, please set up your auto-responder so that it will not respond to messages from the list.

Rules

- Only small attachments are permitted on Open lists (Sections and SIGs). If you wish to share a document on one of these lists, have it posted to the appropriate area of the AACP Web site or another site and add a link to it within the body of your message.
- Use plain text in your messages, as some recipients e-mail programs will not allow HTML formatting. This applies to messages created in Word as well. What recipients may see instead are a lot of numbers, letters and code making it hard to find the text of your message. All messages created in another application should be saved as plain text, opened in Notepad or Wordpad, and then copied and pasted to your message or reply.
- Only post messages to the lists that address the stated purpose or topic.
- Keep your messages brief. Instead of posting long messages, include a URL to additional information posted to the AACP Web site or let others know how to contact you.
- AACP does not permit the use of the listservs to conduct surveys unless pre-approved by the [Terry Ryan](#), Membership Manager. [Mail and e-mail lists](#) are available through AACP for a rental fee.
- Do not post commercial messages. This includes recruitment advertisements. All employment opportunities must be advertised in the AACP [Career Center](#).
- AACP does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to AACP's attention, AACP will take appropriate action.
- AACP reserves the right to terminate access to any user who does not abide by these guidelines.
- Do not post any information or material protected by copyright without the permission of the copyright owner.

Instructions

- Using the reply button in your e-mail application will automatically send your response to the e-mail sender.
- When posting a new message or replying to the list, your message must be sent from your e-mail address of record.

Open Lists

Discussion lists are set up for all Sections and SIGs. These lists are populated with recent members. For example, if you are a member of a particular section, although you may only select one section as your official section for membership and voting purposes, you will be able to join and participate on multiple Section and SIG discussion lists. Members may always unsubscribe to a list by following instructions at the bottom of any message received.

Due to the larger membership size of these lists, only small attachments are permitted on Section and SIG lists (a maximum of 200k which includes the attachment and message). Alternatively, if you wish to share a document on one of these lists that is larger than 200k, you can have it posted to the appropriate area of the AACP website or another site and add a link to it within the body of your message. Contact [Terry Ryan](#), Membership Manager, for information on how to post your document.

To join any of the following lists, click on "[My AACP Profile](#)", located in the Membership section of About AACP on the website. You will need to log in with your email address and password.

List Address	List Name
AACP Sections	
adminservices@lists.aacp.org	Administrative Services Section
bio@lists.aacp.org	Biological Sciences Section
chem@lists.aacp.org	Chemistry Section
cpe@lists.aacp.org	Continuing Professional Education Section
exped@lists.aacp.org	Experiential Education Section
libr@lists.aacp.org	Libraries/Educational Resources Section
pceu@lists.aacp.org	Pharmaceutics Section
phpr@lists.aacp.org	Pharmacy Practice Section
sas@lists.aacp.org	Social and Administrative Sciences
AACP Special Interest Groups	
afo@lists.aacp.org	Administrative and Financial Officers Special Interest Group
assess@lists.aacp.org	Assessment Special Interest Group
cursig@lists.aacp.org	Curriculum Special Interest Group
devdir@lists.aacp.org	Development Directors Special Interest Group
gERSIG@lists.aacp.org	Geriatric Pharmacy Special Interest Group
globpharm@lists.aacp.org	Global Pharmacy Education Special Interest Group
graded@lists.aacp.org	Graduate Education Special Interest Group
hdcc@lists.aacp.org	Health Disparities and Cultural Competence Special Interest Group
hist@lists.aacp.org	History of Pharmacy Special Interest Group
labsig@lists.aacp.org	Laboratory Instructors Special Interest Group

leaddev@lists.aacp.org	Leadership Development Special Interest Group
minorityfaculty@lists.aacp.org	Minority Faculty Special Interest Group
pediatric@lists.aacp.org	Pediatric Pharmacy Special Interest Group
pharmacogen@lists.aacp.org	Pharmacogenomic Special Interest Group
ethsig@lists.aacp.org	Pharmacy Ethics Special Interest Group
publichealthsig@lists.aacp.org	Public Health Special Interest Group
selfcaresig@lists.aacp.org	Self-Care Therapeutics/Nonprescription Medicine Special Interest Group
stusig@lists.aacp.org	Student Services Personnel Special Interest Group
subsig@lists.aacp.org	Substance Abuse Education and Assistance Special Interest Group
tipelsig@lists.aacp.org	Technology in Pharmacy Education & Learning Special Interest Group
womsig@lists.aacp.org	Women Faculty Special Interest Group