

Data Services Resources

Data Services

Contacts:

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Services we provide

Mailing lists

Email lists

Rosters with additional information

Helpful things to remember

- Mailing lists are considered “stale” two weeks after being generated. Please do not re-use mailing lists beyond that timeframe. Also, mailing lists are custom generated for specific purposes. A mailing list produced for one AAA may not have the correct segment of our alumni population needed by another AAA.
- We update portions of our database mailing addresses through the NCOA every 90 days and the entire mailing list gets updated through NCOA three times a year.
- If you get returned mail, please forward the envelope to Jean or Nancy so they can research new addresses and/or mark our constituent’s record.

In addition to mailing addresses we keep a whole host of information on our constituents, including current employment, advanced degrees, family members, news articles, etc.

If you receive information from your alumni, please pass it on to Jean or Nancy so they can compare the information with what we have on file, and update if necessary. Just forwarding the information via email is fine, you don’t need to make it look pretty.

Alumni Directory

Need alumni information quickly, or for just a few alumni? Use the online alumni directory available to every staff member at St. Olaf.

<https://fusion.stolaf.edu/alumni/>

Log in with your network login and password.

Search by name, major, employer, location, class year, occupation. Will return up to 50 results. If you exceed the 50 name limit, you’ll see a notice on the results warning that only the first 50 names are being returned. You can research again and limit your search to a range of class years, or location.

Information on the online database is updated nightly, so the information is the most current we have available.

Of course, alumni can also use the directory – we periodically print their access code on college mailings (particularly the St. Olaf Magazine), and their password is their last name (unless they’ve changed it). Alumni can find out their password by calling our Alumni and Parent Relations office during regular business hours.

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