



**St. Cloud Technical College
Policies and Procedures
Chapter S2 – Students**

S2.1 E-mail as Official Communication to Students

Update Revision Responsibility: Dean of Library & IT

Policy Statement

It is the policy of St. Cloud Technical College that electronic mail (e-mail) shall be the mechanism for official communication with students. Electronic mail allows the College to provide timely information to the campus community, while reducing administrative costs. St. Cloud Technical College provides e-mail accounts to all admitted students, and each student is responsible for reviewing their designated e-mail account frequently in order to stay current with official College correspondence. Students will not be held responsible for an interruption in their ability to access e-mail messages if the college e-mail system malfunctions. Students who wish to forward their official SCTC e-mail to a personal e-mail account do so at their own risk.

Faculty Senate President or AASC Chair: David P. Johnson Date: 2/8/08
 College President: _____ Date: 2/9/08
 Date of Adoption: _____
 Date of Implementation: 1/28/08
 Date repealed or replaced: _____



St. Cloud Technical College Policies and Procedures Chapter S2 – Students

S2.1.1 Email as Official Communication to Students

Procedures

1. SCTC Technology Department will automatically assign each student an official college e-mail address and login account upon completion of the College's Online Orientation.
2. Students will be expected to check their e-mail messages regularly, read and act upon them in a timely manner, and clean out old e-mails to maintain space for new messages.
3. Faculty may assume that students are accessing and using their e-mail accounts and can communicate course information accordingly.
4. All D2L users will be assigned and use their SCTC official e-mail account.
5. College offices may send official communications to students via e-mail. These may include individual messages or "group" messages. Only designated College offices will have access to students@acad.sctc.edu in order to convey official messages to the entire student body. These offices include: Financial Aid, Registrar, Student Services/Student Life, President's Office, Office of the Vice-President of Academic Affairs, Director of Technology, and the Business, Facilities and Security Division. These communications are only for the purposes of conducting official College business.
6. Each student will have a quota, or amount of available space of 50Mb for e-mail. Students close to their quota will receive an e-mail warning. At capacity, students will be able to send, but not receive new e-mail messages.

Faculty Senate President or AASC Chair: _____

Date: 2/8/08

College President: _____

Date: 2/9/08

Date of Adoption: _____

Date of Implementation: 1/28/08

Date repealed or replaced: _____