



Policy Name:	Student Email Communications
Policy Number:	5050
Applicable Code/Law:	N/A

Policy:

It is the policy of Shoreline Community College that all registered students have an active College email account for the purpose of official College communications. College communications may include College-generated alerts, announcements, financial aid notifications, enrollment or registration transactions, instructor messages, or other electronic communications as deemed appropriate by the College.

The College expects that students will read email on a frequent and consistent basis. Failure to read College communications in a timely manner does not release students from the responsibility to know and comply with the content of such communications.

The College will provide access to student email through computers available in campus computer labs or the library. Information on open computer labs is posted on the College's technology website and in the library building.

Students may elect to redirect (auto-forward) emails sent to their College email address. Students who redirect emails from their official College email address to another address do so at their own risk. If email is lost because of forwarding, it does not release the student of the responsibilities associated with communications sent to their official College email address.

Use of College email will be consistent and in compliance with all applicable College policies and procedures.