

POLICY 5050

OFFICIAL STUDENT EMAIL COMMUNICATION

POLICY

The College requires that all students have a Shoreline Community College (SCC) student e-mail account for the purpose of receiving official Shoreline Community College communication which may include but is not limited to: campus security alerts, campus closures, Information Technology (IT) security alerts, financial aid notifications, enrollment and registration transactions, or instructor messages.

The College will send all official administrative and instructional communications to students' Shoreline student e-mail accounts.

Reviewed and recommended by:
College Council. 10/18/11
Approved by:
President. 09/24/12

The President hereby approves Policy 5050.

Shoreline Community College

By: _____ (signature on file) _____
President

Date: September 24, 2012

OFFICIAL STUDENT EMAIL COMMUNICATION

PROCEDURAL GUIDELINES

After application and/or acceptance to the College, students will automatically be assigned an official Shoreline student e-mail account. Current and returning students will be required to have official Shoreline student e-mail accounts for receiving official Shoreline Community College communication and for gaining access to Shoreline IT and online resources.

Definitions

Official Shoreline Community College (SCC) Student E-mail Account

- An e-mail account the College provides to all students upon application to, after acceptance to, or after enrollment in the College.

Official College E-Mail Communication

- Any e-mail message of communication sent from College administration and/or instructional departments to students who are currently attending SCC or have attended in past quarters.

Relevant Laws and Other Resources

- Family Educational Rights and Privacy Act of 1974 (FERPA):
- [20 USC 1232g](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- [POLICY 4113](#) Sexual Harassment
- [POLICY 4124](#) Security Policy for Information Technology Resources
- [POLICY 4125](#) Standards of Ethical Conduct
- [POLICY 4126](#) Faculty and Staff Acceptable Use Policy for Information Technology Resources
- [POLICY 5030](#) Student Conduct

Approved by:

Reviewed and recommended by:

College Council.10/18/11
President's Senior Executive Team. 09/24/12