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

It is the policy of Shoreline Community College that all registered students must provide the College with an active email address for the purpose of official college communications. Students may identify their own preferred email address or use the email account the College creates for them when they register.

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.

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