DRAFT

Student Assigned Email Accounts

Guidelines

*It is the recommendation of IRC and the Student Email Account task force that the following guidelines be added to Academic Regulation 721-001, June 1, 2009*

1) Accounts will be created at the time a student is admitted or at time of enrollment.

2) Email will be the primary method of communication between the college and students.

3) The college will provide an option for students who wish to continue receiving notification via postal mail.

4) An email that is intended for the entire student body must be approved by a Dean.

5) Departments may send email to a targeted sub-group of students with whom they have an official relationship without prior approval from a Dean.

6) All other general communication is to be provided via myClackamas (portal).

7) Student assigned email accounts will be converted to alumni email accounts when a student has obtained a degree/certificate and/or after 364 days of email inactivity.

The College will revisit this document as student email accounts are implemented over the 2008-09 academic year. At the end of 2009, this document will return to College Council for final approval.

Revisit Dates:
October, 2008
February, 2009
Proposed Final Approval, June 2009

Updated 5/13/08, tlc