

## 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