ARC 600

Email Use Policy

PURPOSE

Establishes the expectations for student and staff use of official Clackamas Community College (CCC) student email communication.

SUMMARY

Email is an official method of communication between the College and CCC students. All students admitted to CCC are provided a College-issued email address (@student.clackamas.edu) and are expected to use this as their primary form of email communication with the College.

If a student wishes to have email redirected from their official @student.clackamas.edu address to another email address (e.g., @gmail.com), they may do so, but at their own risk. The College will not be responsible for the handling of email by outside vendors or by departmental servers. Additionally, having email redirected does not absolve a student from the responsibilities associated with official communication sent to their @student.clackamas.edu account.

STANDARD

1. Students are expected to check their @student.clackamas.edu account regularly so that they do not miss deadlines or official information
2. Student email will be used to relay important information such as, but not limited to:
    a. Course registration
    b. Required financial aid documentation
    c. Important deadlines
    d. Tuition billing information
    e. Safety and emergency notifications

END OF POLICY

APPROVALS

Last Reviewed	Date:
Maintained By	CCC Registrar
ISP Committee – if appropriate	Date: N/A
College Council – first reading	Date:
College Council – second reading	Date:
President's Council – if appropriate	Date: