Policy 490 - Student Email as Official Communication

A valid email address is required for all students. Lower Columbia College (LCC) email addresses are generated upon receipt and processing of admissions applications. Students have the option of using the LCC email or an alternative address as their "preferred" email address in ctcLink. The College will use the "preferred" email address for official communications with all students. If a student does not enter and/or designate an email address in ctcLink as "preferred," all official communications will be sent to their LCC email address.

The College expects that every student will receive and read email on a frequent and consistent basis. A student's failure to receive and read College communications in a timely manner, understanding that the College is not responsible for the handling of email by outside service providers, does not absolve that student from knowing and complying with the content of such communication. It is the responsibility of the student to alert college staff when experiencing email account issues.

All use of email will be consistent with other LCC policies and agreements.

Students who are not in possession of a personal computer and/or other mobile device with Internet access can use computers available in the open computer labs at the College, and/or check out a device from the Library/Learning Commons if available.

Historic Information

• Reviewed by Executive Leadership Team - November 18, 2020
• Reviewed by Governance Council- December 2, 2020
• Reviewed by UMCC - December 15, 2020
• Campus Review - January 7-January 21, 2021
• Adopted by Leadership Team - February 3, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
Acceptable Use of Information Systems and Services (services4.lowercolumbia.edu/info/webResources2/internal/Policy/Procedure701.1a.AcceptableUse.071119.pdf)		VP Student Services