

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

**EXPECTATIONS FOR USE OF EMAIL FOR OFFICIAL CORRESPONDENCE
WITH STUDENTS**

1. College use of email:
Email is a mechanism for official communication within Schoolcraft College. All official college correspondence sent via email will be sent to the @apps.schoolcraft.edu address. The College has the right to expect that such communications will be received and read in a timely manner. Official email communications are intended only to meet the academic and administrative needs of the campus community. As steward of this process, the Office of the Registrar is responsible for directing the use of the official student email.
2. Assignment of student email:
Official College email accounts are created for the applicants that will enroll in credit/traditional classes. The addresses are all of the form [firstname.lastname]@apps.schoolcraft.edu. These accounts must be logged into before the College can correspond with its students using the official the official email accounts. The official email address will be maintained in College's ERP System. Currently enrolled students cannot choose to opt out of communications. The email account is unique to each student and cannot be changed unless the student's legal name changes.

Note: Email accounts will not be issued to students who enroll in only non-credit offerings.

3. Redirecting of email:
If students wish to have email redirected from the official @apps.schoolcraft.edu address to another email address (e.g., @aol.com, @hotmail.com, @gmail.com, etc.), they may do so, but at their own risk. Having email redirected does not absolve a student of the responsibilities associated with official communications sent to the @apps.schoolcraft.edu account.

The College will not support or assist with troubleshooting or support of forwarded emails or handling of emails by third party vendors/servers, etc.

4. Expectations about student use of email:
Students are responsible for the use and security of their email accounts. Students are expected to check their email on a frequent and consistent basis in order to stay current with college-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email," "I did not get my email," error in forwarding mail, or email

returned to the College with “Mailbox Full” or “User Unknown” are not acceptable excuses for missing official College communications via email.

5. Authentication for confidential information:

It is a violation of College policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a College office, faculty, staff member, or student.

To minimize this risk, some confidential information may be made available only through password protected environments like WebAdvisor or Blackboard. In these cases, students will receive email correspondence directing them to those secured environments, where they can access the confidential information only by supplying their log-on credentials. The confidential information will not be available in the email message.

6. Privacy:

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the “reply” command during email correspondence, because many mailing lists are configured to deliver replies to the entire list, not just the author of a given message.

Senders of messages may wish to include a privacy statement, such as this one: CONFIDENTIALITY NOTICE: This message, including attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

7. Educational uses of email:

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This “Student Email Procedure” will ensure that all students will be able to comply with email-based course requirements specified by faculty.