POLICY STATEMENT

BridgeValley Community and Technical College (College) students shall be provided with an email account that will constitute an official written communications vehicle for student communication between themselves and the College.

PROCEDURES

1. New students will be informed of their student email account address and provided login instructions in their acceptance letter. The student email account shall be the only email account that will be used to communicate college specific matters with the student.

2. Once a student has been admitted to the College, the Banner Systems department shall forward the information required to establish a student email account to the Information Technology (IT) Department.

3. Within two business days following receipt of the request, the IT Department shall create the student email account. The IT Department will notify the Banner Systems department and the Enrollment Manager regarding the creation of the account.

4. Students will validate their account information by logging into their email account.

5. The IT Department reserves the right to deactivate a student email account for cause following student disciplinary action or in the case of prolonged inactivity of a non-enrolled student.