

Part 1. Procedures: The Office of the Chief Student Affairs Officer is the keyholder of the official student email addresses. All items for student wide distribution must be submitted to the Executive Assistant to the Chief Student Affairs Officer according to the guidelines listed. The Chief Student Affairs Officer, or his/her designee, has the right to deny requests based on these guidelines.

Part 2. Guidelines

The following guidelines must be followed when submitting requests for broadcast distribution to students. The intent of these procedures is not to restrict groups from contacting the students, but rather have them use methods of transmissions which do not strain the system and respect the desires of those who do not want unsolicited e-mail.

- Items must be submitted to the Executive Assistant to the Chief Student Affairs Officer
- Items must be submitted in electronic form
- The use of attachments is discouraged
- The use of web links will be strongly encouraged
- Requests must be received at least ten working days prior to the intended e-mail distribution date

Part 3. Management of Student Accounts

The Information Technology Department is responsible for establishing student email accounts. This process occurs within 24-48 hours once an individual officially enrolls at RCTC. File attachments size restrictions may apply. To obtain your student e-mail address, go to <http://www.rctc.edu/directory/> and search by last name or any of the other options.

Part 4. Examples of Appropriate Student Wide Distribution

- Communicating Student Life Activities and information
- Notification concerning students' change of course schedules (drop/adds), general petitions, withdrawals, and residency
- Notification of cancellation of registration
- Student aid processing issues and deadlines
- Academic Departmental information such as class changes, registration issues, new courses, job-opening listings and events
- New student information about academic support services and academic policies
- Payment deadlines and other business office/cashier information
- Surveys that are sanctioned for RCTC or affiliated campus purposes

Part 5. Examples of Inappropriate Student Wide Distribution

- Information unrelated to RCTC or affiliated campus business
- Solicitation
- Promoting political viewpoints
- Personal information
- Surveys that do not serve sanctioned RCTC or affiliated campus purposes
- Messages containing confidential information such as course grades, financial aid award amounts, or tuition/fee payment amounts
- Emails that violate the Official Student Communication Policy.

Part 6. Monitoring of Communications

Rochester Community and Technical College officials will not monitor electronic mail as a routine matter, but it may do so to the extent permitted by law as the College deems necessary for purposes of maintaining the integrity and effective operation of the College's electronic mail systems.

Date of Implementation: Immediately

Date of Adoption: July 22, 2003

Date of Revisions: 2/28/17



Mary Davenport, Interim President

2/28/17

Date