

**Lake Region State College**  
**Policy and Procedure Manual**

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SECTION 900.09.02

STUDENT EMAIL

Lake Region State College, recognizing the growing need for timely, efficient and consistent communication with students, has established email as an official means of communication with students.

Limits and Regulations:

Students who have applied to Lake Region State College are assigned an email address, username, and password.

1. The campus email address will be considered the “official email address” of LRSC and will be the primary contact the college may use to inform students of important campus information. Some of this information may include deadlines, policy/procedure changes, changes in degree requirements, special events, course schedule changes, as well as other useful information from the Administration and/or Academic departments on campus.
2. The student will be responsible for the information conveyed to their official email address. The college will not be responsible for the handling of the email by outside vendors or unofficial servers. When students do not use their LRSC assigned email account, or they forward email from that account to another account, vital information may not be conveyed if the email is unopened or the associated attachment is not forwarded. Unopened email or having email redirected does not relieve a student of the responsibilities associated with communication sent to their official LRSC email address.
3. Students are expected to check their official LRSC email on a frequent and consistent basis in order to stay current with College events, dates for submitting materials and other campus communications. It is recommended that the students access their email account daily.
4. This email account is free of charge and is active as long as the student remains enrolled at the college.

Reference:

Portions of this policy are drawn from those developed by the University of Colorado at Boulder, Virginia Commonwealth University, University of Minnesota Medical School, University of North Dakota, Bismarck State College and the Eastman School of Music.

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**History**

Administrative Council Approved 08/02/06

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