

# UNIVERSITY EMAIL

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**Approved by:** St. Catherine University

**History:** N/A

**Related Policies:**

**Related Forms, Procedures and References:**

**For Questions Contact:** McGlynn Computer and Information Technology Center | 651.690.6402

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St. Catherine University has designated University assigned e-mail accounts as the primary communication medium.

St. Catherine University is committed to facilitating communication between and among students, staff, faculty and the administration. The University is also committed to creating an open and collaborative working and learning environment and teaching students the value of communicating effectively.

University-sponsored publications such as *The Wheel* are designed to communicate general information to the entire University community. To communicate information to specific constituent groups, the University has designated University assigned e-mail accounts as the primary communication medium.

Students, faculty, staff and administrators are expected to read their St. Kate's e-mail at least twice a week and will be held accountable for the information distributed in this manner.

Examples of information disseminated via e-mail include changes to financial aid awards, notices pertaining to registration, grade due date reminders, and notices to prospective graduates. Correspondence from advisors and instructors is often sent via e-mail as well.

University assigned e-mail accounts will not be forwarded to other e-mail accounts, as vital information can be lost in transmission or blocked entirely (e.g., many employers block e-mail traffic from unknown sources).