

Student Email Correspondence Policy

Student email addresses will be stored as part of the student's record in the Datatel database, Colleague. This email address will be used exclusively for college communication.

College communication is defined as pertaining directly to the student's file including, but not limited to, announcements and correspondence from:

- the Admissions & Records Office related to grades, transcript information, mid-term deficiencies, petitions, honors, probation, graduation, registration periods;
- counselors related to petitions, registration, probation, educational plans;
- the Financial Aid Office related to aid applied for by the student;
- the CalWORKs Office related to aid applied for by the student;
- the EOPS and CARE Office related to aid applied for by the student;
- the DSPS Office related to aid applied for by the student;
- the Instruction Office related to classes the student is registered for related to cancellations, non-meeting days, room changes;
- the Administrative Services Office related to outstanding balances or credits on the student's account;
- Faculty related to enrolled coursework.

Email sent to students for the purpose of advertising events, such as ASG events, campus-sponsored events, or workshops should be done through the voluntary subscription list on the Web Site. Subscribers can utilize the opt-out functionality at anytime to terminate their subscription.

See also Administrative Procedure 3720-0

9/7/10 College Council Approval
10/26/10 Board Information Item