

Title: Cayuga Student Email is Considered an Official Means of Communications (Standard)	Item Type: College Standard	Number: 200.102
Section: General Administration/Computer	Office: Technology Advisory Group	Adopted: 11/28/12 By: TAG Revised: 10/31/12 Created: 2/16/12

Cayuga Community College uses Cayuga's student email system and the United States Postal Service both as official means of communications. Cayuga will use these communication methods to conduct and notify students of college-related business, tuition billing, general information, and other items of importance to students. To ensure the effectiveness of communications via the email system, the following conditions are set forth:

- The College will consider students to be informed and in receipt of correspondence sent to their Cayuga email account.
- Cayuga will direct some official communications to students' Cayuga email accounts as appropriate. Students are responsible for reading their college email on a regular basis and for recognizing that certain communications are time sensitive.
- Students who choose to have their Cayuga email forwarded to an off-campus account, do so at their own risk. The College is not responsible for any difficulties that may occur in the proper or timely transmission of, or access to, Cayuga email forwarded to an off-campus email account.
Any such problems are the student's responsibility to solve. Problems that occur as the result of a student's choice to forward their email will not absolve a student of their responsibilities to know and comply with the content of official email communications sent to the student's Cayuga email account.
- Access to and use of the student Cayuga email system is considered a critical service at the College. The Cayuga Acceptable Use Policy (AUP) for Users of College Computer Systems applies to use of the student email system. The College reserves the right to immediately withdraw access and use of student email when there is reason to believe that violations of the AUP have occurred.
- Communication via the Cayuga student email system is subject to the same public information, privacy and records retention laws as other forms of communication. Redirecting Cayuga email by students to outside accounts and the sharing of messages with third parties may negate the privacy protection rights afforded to the College.

*Please note that students who register for only non-credit courses are not given a Cayuga email account.