

Student Policy - Email Policy

Policy:

Electronic mail (email) can be accessed from any Internet connection and, like postal and campus mail, is an official means by which Bismarck State College (BSC) communicates with students. Email communications are intended to meet the academic and administrative needs of the campus community. Convenience, speed, reliability and cost effectiveness of using electronic communications, make email an effective and efficient means to communicate with students. BSC exercises the right to send email communication to students and expects that email communication is received and read by students in a timely manner.

Limits and Regulations:

1. Students who have applied to a campus within the North Dakota University System (NDUS) are assigned an NDUS ID. The NDUS ID will take the form of or a variation of "FirstName.LastName". This NDUS ID will allow the individual access to services provided by NDUS and BSC, which include but are not limited to PC lab authentication, wireless network authentication, email address, Campus Connection, etc.
2. The student is required to go to <http://mail.office365.com> to access their email. Their log in account will be "NDUS ID@ndus.edu" and the email address will be "NDUS ID@bismarckstate.edu". The address created will be considered the "official email address" of BSC and will be the primary contact the college uses to inform registered students of important campus information. Some of this information may include deadlines, policy/procedure changes, changes in degree requirements, special events, course schedule changes, official course-related correspondence, as well as other useful information from the Administration and/or Academic departments on campus.
3. The student will be responsible for the information conveyed to their official email address. BSC will not be responsible for the handling of the email by outside vendors or unofficial servers. When students forward email from their official BSC email 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 BSC email address.

4. In an effort to protect student privacy and better ensure student authenticity, official email exchanged between registered students and BSC personnel requesting a response shall require the response be exchanged from the student's official email address (i.e., NDUS ID@bismarckstate.edu). This policy is for the protection of faculty, staff and students.
5. Students are responsible for recognizing that certain communications are time sensitive. Students are expected to check their official BSC email on a frequent and consistent basis in order to stay current with campus events, dates for submitting materials and other campus communications. It is recommended that the students access their email account daily.
6. This email account is free of charge to the student and is active as long as the student remains enrolled at the college.

History of This Policy:

First Policy draft November, 2004.

Revisions - Approved by the BSC President's Cabinet as a policy on June 14, 2005; reviewed by the Operations Council on February 23, 2011 and approved by the Executive Council on March 8, 2011; reviewed by the Operations Council on February 25, 2015 and approved by the Executive Council on March 5, 2015 (**effective May 18, 2015**).