

ICCCSSO
College-Assigned Email Account

Do you require your students to use a college-assigned email account? If so, would you mind sharing your student e-mail policy?	
Luis Moreno Dean of Student Services Black Hawk College	At BHC we only use their official e-mail account and tell them how to link to their regular e-mail account.
Preston L. Harden Associate Vice Chancellor of Student Affairs City Colleges of Chicago	At the City Colleges of Chicago, students are issued a CCC email account. We encourage students to check and use their CCC email but also allow them the functionality to forward to their personal email.
Earl E. Dowling Vice President, Student Affairs College of DuPage Jane L. Smith Director, Enrollment Services and Registrar College of DuPage	<p>We do require our students to use their college-assigned email account. We, too, permit the student to “forward” to a private account. However, we only send official college business to their college account.</p> <p>We currently encourage all students to use their “dupage.edu” email, but unfortunately many of them do not. Therefore, we are implementing a new policy starting with the Spring 2015 semester. The rollout awareness campaign will begin now with faculty and staff, and the student campaign will begin with spring registration in late October. The new policy states the College’s email is the official form of communication and states the benefits of doing so.</p> <p><i>College of DuPage’s proposed policy is located at the end of this document.</i></p>
Gregory D. Robinson Dean of Student Services and Development Elgin Community College	Elgin Community College has a policy similar to Oakton.
Tracy Morris, EdD Vice President of Student Services Illinois Central College	<p>Section 13. Student Email Policy Policy Statement</p> <p>Illinois Central College establishes a College (ICC) email address for each enrolled student for the purpose of communicating official business. College communication in this manner is viewed as both efficient and reliable for the distribution of important institutional documents needing immediate attention. The College will exercise the right to communicate official business by solely using student email, although individual departments may choose to use supplemental web interfaces such as Blackboard or ICC eServices for communication. The College will expect that all students will receive and read all Illinois Central College email communication in a timely manner.</p>

	<i>Illinois Central College's complete policy is located at the end of this document.</i>
Mark Grzybowski Interim Associate Vice-President for Student Services Director of Admissions & Records Illinois Valley Community College	All official college correspondence is sent to the student email account. They are created at the point their application is entered into our system. We then communicate this information to students in their acceptance letter. We also inform new students of this during their Freshman Orientation Session. <i>Illinois Valley Community College's policy is located at the end of this document or at the website below.</i> https://www.ivcc.edu/its.aspx?id=2076
Cody Baggett Dean of Students Registrar John Wood Community College	JWCC requires that students use the assigned email at the point of application. We do not have an official policy but we correspond that as the expectation at the beginning of each term.
Yolanda Isaacs Vice President, Student Development Joliet Junior College	JJC uses the same practice as South Suburban.
Sedgwick Harris Vice President, Student Services Kishwaukee College	Here at Kishwaukee College we are similar to Triton College.
Tina Stovall, Ed.D. Vice President, Student Services Lake Land College	Lake Land College has the same practice as South Suburban.
Kent Scheffel Vice President, Enrollment Services Lewis & Clark Community College	We give every student an email account and do not send anything to their personal email addresses. However, we've been looking into allowing students to use their personal account rather than their college account due to the fact that many students don't use their college address. We Our email policy is part of our Technology Resources Policy. <i>Lewis & Clark Community College's policy is located at the end of this document or at the website below.</i> http://www.lc.edu/uploadedFiles/Pages/Current_Students/StudentHandbook.pdf
Joianne Smith Vice President, Student Affairs	We do not. We allow them to designate a preferred email account in their student portal.

Oakton Community College	
Linda Moore Vice President, Student Services Parkland College	<p>All official email communications are sent to students' Parkland email addresses, but they can forward them to a preferred address. Many instructors also communicate with students through an email function that is part of our online learning platform, so that can confuse the matter even further for students. I hope this gets straightened out in the next year!</p> <p><i>Parkland's policy is located at the end of this document or at the website below.</i></p> <p>http://stu.parkland.edu/policy.html</p>
Lisa Price Vice President of Student Services Rend Lake College	We do not require but encourage it. It is one of the things we go over in First Year Experience.
Marcus Brown Vice-President of Academic Services Richland College	Richland is similar as well to Lake Land College and South Suburban. They can forward to desired email or out of Canvas (the LMS) as well.
Amy Diaz Vice President of Student Development Rock Valley Community College	Much like many of our peers, we assign a gmail account that is specific to RVC. Students may forward it to a preferred email if they'd like.
Jon Mandrell Dean of Academics and Student Services Sauk Valley Community College	Sauk Valley's policy is the same as CCC. We have our students log into their e-mails at a computer lab session during our mandatory orientation. This seems to be helping with keeping them connected to it.
Songie Adebisi Vice President, Student Development South Suburban College	<p>South Suburban does not have a specific policy. All students receive an SSC email. We send official messages and information to that account via Ellucian portal. The College does provide instructions on how to forward (POP mail) mail if they wish to receive notifications elsewhere.</p> <p><i>South Suburban College's policy is located at the end of this document or at the website below.</i></p> <p>http://www.ssc.edu/en_US/My_SSC/email.asp</p>
Quincy Martin III, Ed.D. Associate Vice	At Triton, every student is issued a college email account; however, they may choose a preferred account to receive correspondence in their student portal.

President, Student Affairs Triton College	

Illinois Central College

Board of Trustees Bylaws and Administrative Policies

Section 13. Student Email Policy

Policy Statement

Illinois Central College establishes a College (ICC) email address for each enrolled student for the purpose of communicating official business. College communication in this manner is viewed as both efficient and reliable for the distribution of important institutional documents needing immediate attention. The College will exercise the right to communicate official business by solely using student email, although individual departments may choose to use supplemental web interfaces such as Blackboard or ICC eServices for communication. The College will expect that all students will receive and read all Illinois Central College email communication in a timely manner.

Reason for the Policy

The purpose of this policy is threefold: 1) to define the official means of communication of necessary, important, and timely information to current and potential students; 2) to set the expectations of student use of email communications for official ICC business; 3) to set the expectation of administrative use of email communications for official ICC business.

Scope of the Policy

This policy applies to all students who are currently enrolled in credit classes at Illinois Central College. Email communication may be part of a group email or as an email sent to one student.

The Policy

Unless law, contract, or other College policy prohibits email as an official form of communication, Illinois Central College will send communications for official College business to students via their Illinois Central College student email address. It is expected that each student will receive and read ICC email communications within a reasonable amount of time as some materials will be time-sensitive. Official College business may include important student services information, as well as deadlines and documentation for academic and administrative needs of the College. Email communication that results in an undeliverable message due to the use of "spam" filters for a full inbox will be considered delivered without further action required by Illinois Central College.

Security & Privacy

Illinois Central College abides by all federal regulations of student records information as set forth by the Family Educational Rights and Privacy Act (1974) and its subsequent amendments. As such, all email communications must comply with federal and/or state regulations and College policies regarding student communication. ICC will not request or release confidential information such as social security number, credit/debit card numbers, or bank account numbers via email communication. Students are responsible for keeping their password confidential and must not share their password with others.

College Email Address

Illinois Central College's Technology Services Department will request the creation of an electronic mail account upon a student's admission to the College. The account should be active no later than 48 hours after the student's application has been processed. An example of the ICC email format is zz999@lab.icc.edu (where "zz" is the student's initials).

Forwarding of College Emails

Although students may choose to forward their College email to another personal email account, forwarding is not recommended. Some ICC messages may be blocked or lost. Students who choose to have information sent to their ICC email address forwarded to another service do so at their own risk.

Students are still responsible for all official College communications sent to the ICC email address if problems occur with the forwarding of emails to other servers.

Instructional Use of Emails

It is important for students to understand that many faculty use student emails for communicating classroom information. The course syllabus will specify how email communication will be used in each class.

Adopted by the Board of Trustees

July 15, 2010

Amended November 15, 2012

Illinois Valley Community College

Student Email Communication Guidelines

Email is considered an official means of communication and the College expects students to access their IVCC email account to read their mail on a regular basis. Email sent by the college may be time-sensitive and may require student action.

These guidelines ensure the provision of an email account to facilitate access to information. Students without access to the Internet at home may use the computers in the Learning Commons, Jacobs Library or at other locations on campus.

Student Responsibilities

Students are responsible for all information sent to them via their official IVCC email account. A student's failure to read communications from the college does not absolve them from complying with the content of such communications.

Student may elect to redirect mail sent to their IVCC email account to another email address, but do so at their own risk. Email lost as a result of forwarding is not the responsibility of the College.

Communications Sent Via Email

Students can expect that information deemed to be important to a student's success at IVCC will be sent via email.

The following list provides examples of the types of information a student will receive only via email. This is not intended to be a complete listing.

- Reminders of important dates such as deadlines to pay tuition, opening of registration, etc.
- Information about commencements and convocations
- Financial aid award notifications
- Library overdue notices
- New student information about academic support services
- Notices about student workshops
- Student employment opportunity announcements
- Communications from professors regarding course requirements
- Policy notices

Inappropriate Use of Campus Email

It is the intent of the College to avoid overuse of email. Campus employees will not send the following types of information to students.

- Information unrelated to College business
- Solicitations
- Messages containing confidential information, such as course grades, and other personal information that is readily available to the student through WebAdvisor.
- Email that violates the Acceptable Use Guidelines

Educational Uses of Email

Individual professors should communicate expectations regarding the use of email in their course syllabus.

Assignment of Email Accounts

To assure that all students have access to this important form of communication, an official IVCC email account is created for each student enrolled in a credit course at IVCC. Accounts are created each Tuesday and Thursday morning throughout the year and daily near the start of each semester. The account will remain active as long as the student is actively enrolled in IVCC credit courses.

The College provides one-on-one assistance and workshops to help students become proficient in the use of their email accounts.

These guidelines were developed by a sub-group of the Information Technology Committee in November 2007.

Approved by Information Technology Committee: November 2008.

Approved by President's Council: January 2009

Approved by Administrative Cabinet: January 2009

Lewis & Clark Community College

Technology Resources Policy

All College students, faculty, staff or other personnel who use or have access to the College's technology resources, including but not limited to computers (e.g. desktops and portable computers, servers, networks, printers, software and data storage media), e-mail, voicemail, facsimile machines, photocopiers and Internet access (collectively, technology resources) should be familiar with, and must comply with, these policies.

A. Confidentiality and Access Policies

The College's technology resources store confidential information. Access to this confidential information is granted to users only in connection with the College's function as an educational institution. Users may access and use the information only for proper purposes and must respect and maintain the confidentiality of that information. Users may not leak, place, post, transmit, or otherwise disclose confidential, sensitive, or proprietary College information, or any private information relating to any individual College employees, contractors, or students, to anyone outside of the College by any means, at any time, or for any reason.

B. Types of Software Used at College and Software Policies Third Party Software.

All third party software used by the College is proprietary to the third party vendor, is protected by copyright and/or trade secret law, and is subject to the terms of the specific software license agreement entered into by the College with the third party vendor with respect to that software. In general, these software license agreements expressly forbid copying of the software, forbid the use of unauthorized copies of the software, may restrict the use of software to particular hardware, and may limit the computers upon which the software may be used or the number of concurrent users of such software. In some cases, the College's licenses permit certain limited use by students, faculty or staff on home or portable computers. Violation of the provisions of software agreements and or copyright law can subject the College and individuals to substantial damage claims and possible criminal penalties.

Copying of Software.

The College prohibits any unauthorized duplication of all software owned or licensed by College. No user may, without proper authorization, duplicate the software that is loaded on his or her computer's hard disk for use on any other PC without consulting with and obtaining written authorization from the Academic Computing/Helpdesk staff.

Installation of Unauthorized Software

College computer users may install software on College hardware with prior written authorization from the Academic Computing/Helpdesk staff. Such approval will be granted unless there is a substantial danger of system or network conflicts, configuration changes, etc. Any maintenance required by a PC that was caused by the installation of unauthorized software will be placed at the bottom of the priority list for repair by the Academic Computing/Helpdesk Staff.

File-Sharing.

Users may not post, upload, download, transmit, distribute, or engage in any "file-sharing" of any data or files (including software, music, audiovisual clips, movies, etc.) unless such activity is consistent with all applicable licenses and approved in advance by College's Academic Computing/Helpdesk Staff.

C. Use of Technology Resources

The College's technology resources are property of the College, or are licensed for use by the College and are intended to be used primarily for proper educational institutional purposes.

Monitoring.

The College reserves the right to monitor, inspect, access, intercept, review, and when appropriate, disclose any and all information created, entered, received, stored, viewed, accessed or transmitted via College technology resources (including without limitation in databases, data file systems, data archives, Web/Internet/Intranet sites).

Users should have no expectation of privacy in connection with the use of College technology resources, including the creation, entry, receipt, storage, accessing, viewing or transmission of data via such resources.

Passwords and Security.

All passwords and security used in connection with College technology resources — including voice mail access codes — are College property and must be made available to the College. Users must understand that their use of passwords will not preclude access, monitoring, inspection, interception, review, or disclosure by authorized College personnel. The College also may unilaterally assign and/or change passwords and personal codes. The security of the College's technology resources is every user's responsibility.

Academic Computing Staff access each PC in the College periodically to perform system maintenance. Authorized and specifically designated College employees, agents, or representatives may also investigate and/or monitor the use of College systems to ensure that use is consistent with our Policies. They may also override all passwords or security codes when deemed necessary.

Lawful Use.

College technology resources may not be used to intentionally or unintentionally violate any local, state, federal, or national civil or criminal laws, including copyright and patent laws of any jurisdiction. Unlawful activity includes but is not limited to lotteries, raffles, betting, gambling for anything of value, and participating or facilitating in the distribution of unlawful materials. Users likewise may not upload, post, e-mail, or otherwise transmit any data that is threatening, malicious, tortuous, defamatory, libelous, obscene, or invasive of another's privacy. Users also may not upload, download, post, e-mail, or otherwise transmit any material that contains software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware, or telecommunications equipment.

Infringement

College computer, electronic, e-mail, and Internet resources may not be used to violate proprietary rights, including copyright, trademark, trade secret, patent, rights of publicity, or any other intellectual property rights.

No Harassment.

Users are absolutely forbidden from using College technology resources in any way that may be construed to violate the College's harassment-free workplace policy or otherwise harass fellow students or other individuals. This prohibition includes sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by law. Users are required to take all reasonable steps to avoid and eliminate receipt of any potentially offensive material; claiming to be a passive recipient of prohibited material is unacceptable. Prohibited conduct includes sending e-mail messages to someone who has requested that the user not do so.

Misrepresentation of Identity

College computer, electronic, e-mail, and Internet resources may not be used to misrepresent, obscure, suppress, or replace one's identity or the origin of data or communications. For example, "spoofing" and "phishing" (e.g., constructing electronic communications to appear to be from someone else, including to solicit personally identifiable information from recipients) is prohibited. Each user's name, e-mail address, organizational affiliation, time and date of transmission, and related information included with electronic communications (including postings) must always reflect the true originator, time, date, and place of origination, as well as the original message's true content.

D. Internet Guidelines

In addition to the above terms of use, the following guidelines specifically apply to Internet usage. Members of the Lewis and Clark campus community must remember that access to the Internet is a privilege. All College Students, Faculty, Staff or other personnel who use or have access to the Internet through the College must use the Internet resources in an effective, ethical and lawful manner. The following guidelines must be adhered to by all persons whether using systems on-campus or dialing in from off-campus. Failure to do so may result in removal of your account. The account is to be closed if you are no longer associated with the College. Because of limited disk space, it is expected that you check e-mail daily and delete unnecessary messages immediately. Keep messages remaining in your electronic mailbox to a minimum. Subscribers to news and messaging groups/services have an additional responsibility to monitor their electronic mailbox.

Communications Over the Internet

Electronic communications facilities (such as e-mail, talk, network news and Internet Relay Chat) are primarily for College activities. Each individual is responsible for his/her image on the Internet as well as the image of the College. Fraudulent, harassing, or obscene messages and/or other materials must not be transmitted over the Internet or any other network on- or off-campus. Inappropriate messages include but are not limited to the following:

Fraudulent Messages

Messages sent under an assumed name or modified address or with the intent to obscure the origin of the message.

Harassing Messages

Messages that harass an individual or group because of their sex, race, age, religious beliefs, national origin, physical attributes or sexual preference.

Obscene Messages

Messages that contain obscene or inflammatory remarks directed toward an individual or group.

Inappropriate Use of Resources

No one may deliberately attempt to degrade the performance of a computer system on the Internet or to deprive authorized personnel of resources or access to any computer system.

Network Configuration

No one may establish a TCP/IP resource on campus without the explicit consent of Academic Computing/Helpdesk. All addresses are administered by Academic Computing/Helpdesk and all users must adhere to the addressing conventions established by that department.

Security

No one may use loopholes in computer security systems or knowledge of a special password to damage computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given.

System Accounts

Accounts are assigned to individuals and no one may use another person's account. Use of another user's account may result in automatic suspension of the account.

Financial Gain

No one may use resources of the Internet for personal financial gain by posting messages that promote the products or services of a local business or their own product or services.

E. Personal Technology Devices in the Classroom

In an effort to preserve the integrity of the academic environment, extraneous use of personal electronic devices (cell phones, Bluetooth, PDAs, iPods, calculators, etc.) is prohibited during all class meetings. The instructor reserves the right to examine the device in instances where allegations of academic dishonesty are suspected. In emergency situations students must inform the instructor to receive permission to leave the classroom when their cellular phones vibrate (do not have cell phone ring or otherwise disturb the class).

Parkland College

Student Email Use Policy

The college's e-mail system is not an open forum, but rather is owned and managed by the college for the purpose of promoting teaching and learning. Personal use of the e-mail system by students is permitted, but only within the scope of college policy. E-mail includes, but is not limited to, all electronic mail and messaging systems, bulletin boards, mail boxes, web sites, and Internet access.

The college reserves its right to access, inspect, and disclose all communications transmitted or received by e-mail at any time. Use of the e-mail system by a student constitutes consent to acquisition of any e-mail transmitted or received by the student.

Any e-mail communications are the property of the college. Students have no personal privacy rights in any materials, created, received, or sent using e-mail. Students should be aware that use of a password or deleting e-mail will not prevent it from being accessed or monitored.

Students using e-mail for internal or external communication must follow the standards applicable to other professional education communications. As with other professional education communications, e-mail containing offensive and off-color language, vulgarities, obscenities, derogatory remarks or any language that could be construed as harassment or discrimination on the basis of age, race, religion, disability, national origin, or gender will not be tolerated. Transmission of any material in violation of any federal or state statute or regulation is strictly prohibited. E-mail may be monitored by the college at any time and without notice to prevent its abuse or misuses.

In addition to not being private, e-mail sent over the Internet is not secure and can be read by system administrators and hackers. Therefore, confidential, proprietary, or trade secret information should not be transmitted over the Internet for any reason.

Any violation of the policy may constitute grounds for disciplinary action which can include elimination of e-mail privileges, and in some circumstances, student expulsion.

South Suburban College

My Student eMail

[LOGIN TO MY SSC](#)

ATTENTION: THERE HAS BEEN A CHANGE IN STUDENT EMAIL ACCESS. ANY FORWARDING RULE WILL NEED TO BE RECREATED TO THIS NEW LINK.

[Access Your Student E-Mail Directly
\(Messages Sent on August 13, 2013 and After\)](#)

[Access Your Archived Student E-Mail Messages
\(Messages Sent Before August 13, 2013\)](#)

Accessing or forwarding your SSC Student eMail account is vital to receive **official** correspondence from SSC regarding grades, bills, due dates, confirmations, financial aid updates, registration deadlines, wait list, and much, much, more.

You are required to access your SSC Student eMail **frequently** in order to receive College-related communications. Remember accessing or forwarding this account is your responsibility.

Need help forwarding your account?

[Use Rules to Automatically Forward Messages to Another Account](#)

If forwarding your SSC student email, it is highly recommended that you disable the "junk email" filter in your Outlook Live account. Failure to do so may cause important messages from your instructors, etc. not to be processed and forwarded as desired.

Need help turning off your "junk email" filter?

[Junk eMail Options](#)



User Name: username@student.ssc.edu

Password: Your initial password is the one that was assigned to you for My SSC.

This information was contained in your SSC "Welcome" eMail.

Any student without a user name and password, please visit the Office of Admissions (main campus), with a valid government issued photo ID, to retrieve your information.

[Need more help logging in?](#)

Still having trouble?

[Submit a Ticket to Our Helpdesk](#)