



May 16, 2006

To: Deans, Associate Deans, Chairs, Department Contacts

From: Carole Byrne, Vice-Provost and University Registrar

Subject: University of Alberta Electronic Communications Policy

At the February 27, 2006 GFC meeting, the committee approved an Electronic Communications Policy for Students and Applicants. The consultation process on this policy involved the Students' Union and Graduate Students' Association, Faculties and Departments, and numerous campus offices and GFC committees. The complete policy can be found at www.registrar.ualberta.ca/ecomunications

This is an important policy. Its implementation will ensure that the University can provide information to our students and applicants in a more timely and efficient way. The policy clearly states student and applicant responsibilities, particularly the need to check their University provided e-mail account frequently so that they do not miss reading and acting upon important University communications.

Communications initiatives

Over the next several months and into the Fall and Winter terms, the Office of the Registrar and Student Awards will be promoting awareness of the policy through:

- advertisements in *The Gateway*
- posters in key locations (Faculty bulletin boards, Student Access Centre and U of A kiosks)
- including information on application forms, in publications, and other direct communications to students and applicants
- providing the detailed policy on the Registrar's Office website, and links to the policy on other University websites, including the U of A home page, Students' Union and Graduate Student Association sites

A Key Points document that will be used in a number of communications, including the ads, is also provided. Please share the information on this policy with those in your Faculty and Departments. Because of the benefits and implications of this policy for students, you may wish to post a link to the policy from your main page. The link is provided above.

Sincerely,

Original signed by

Carole Byrne
Vice-Provost and University Registrar

Cc: Shelagh Hohm, Director, Administrative Information Systems
Martin Scott, Team Lead Planning, Academic Information and Communications Technologies
Office of the Registrar and Student Awards

New! U of A Electronic Communications Policy

The University has approved an Electronic Communications Policy for Students and Applicants. See full policy: www.registrar.ualberta.ca/ecommunications.

When appropriate, the University will send you important information through e-mail. As a result, you will receive this information in a timely way and can follow up promptly.

Key Points Regarding Electronic Communications

- **Check your e-mail at least once a week.**
- All students and applicants are assigned a University of Alberta Campus Computing ID (CCID) with e-mail privileges. The 'CCID@ualberta.ca' e-mail address originally assigned by the University is the e-mail address to which communications will be sent.
- See the Academic Information and Communication Technologies (AICT) website for detailed information on CCIDs, conditions of use and related privileges:
www.ualberta.ca/AICT/
You must advise AICT immediately of any problems encountered with University e-mail accounts by contacting the Help Desk at www.ualberta.ca/HELP or calling 790.492.9400.
- **We recommend that you do not forward** your University directed e-mail to other **non-University e-mail addresses** such as those provided by Hotmail, Yahoo, Shaw, Telus, etc. You could miss important communications that may affect your University career.

Failure to receive or read University communications sent to the University e-mail address in a timely manner does not absolve students and applicants from knowing, responding to or complying with the content of that communication.

This Policy affects you! Check the details!
www.registrar.ualberta.ca/ecommunications

OFFICE OF THE REGISTRAR AND
STUDENT AWARDS