Augustana College

Communication and Campus Technology Acknowledgement Form

Augustana College communicates information to students in a variety of formats including voice mail, hard copy documents sent to campus address, mailbox, the website or **e-mail account**. The college uses text message only in the case of a campus safety emergency and does not use social media to communicate routine official information. **E-mail is the primary means most college officials will communicate with students.** Students will regularly receive e-mail from campus offices that require them to act or communicate with parents, advisors, or other individuals. Although the list below is not exhaustive, some of the sources of these e-mails are:

Admissions	Business Office	Food Service
Financial Assistance	Honor Council	Dean of Students
Residential Life	Academic Affairs Office	Faculty members
Office of the Registrar	Student Activities	Academic advisors
Advising Office	Information Technology	

At the point of enrollment, all students are assigned an Augustana e-mail address and network username which will give them secure access to campus information and the Arches system. The college does not use non-Augustana e-mail accounts to correspond to enrolled students. Once this account is set-up, students should immediately use this e-mail account. Student who take themselves out of a college hosted distribution list are still responsible for the content, attachments and deadlines communicated to that list. Students should not share their Augustana network and e-mail usernames and passwords with anyone at anytime. Students are also expected to open and check their campus mailbox as some information can only be sent through campus mail.

Students are expected to read, respond and archive all official correspondence from the college. The responsibility for understanding and adhering to requests, policies, deadlines and procedures communicated to students rests entirely with the student. It is the expectation that students will check their campus e-mail account at least once per day while classes are in session and 2-3 times per week during break periods.

As a student, my use of the student information system (Arches) through my secure login and my enrollment in coursework at Augustana College acknowledge that I will adhere to the policies and procedures set forth in the Augustana College academic catalog and the student handbook, Inside Augustana. I understand that my login acknowledges that meeting all degree requirements tracked in my program evaluation is my sole responsibility.

By signing this document, I understand the policies listed here and that I am responsible for reading, responding and archiving all official communication from the college. This includes communication I receive in-person as well as by voice message, text, e-mail and hard copy documents provided to me through campus mail or delivered to my home residence. I understand I should never share my login and password information with others.

Printed Name: _____   ID# _____

Signature: _____   date _____

10-19-15 LAF