

COLLEGE OF CHARLESTON STUDENT EMAIL POLICY

1. College use of email

Email is considered an official method for communication at the College of Charleston. Official email communications are intended to meet the academic and administrative needs of the campus community. The College has the right to expect that such communications will be received and read in a timely fashion. To enable this process, the College ensures that all students can be accessed through a standardized, college issued email account throughout their academic years at the College of Charleston.

2. Assignment of student email

Official College of Charleston email accounts are automatically assigned to all students upon acceptance at the College. In order to find their C of C Edisto email address and set their passwords, new students should first log onto Cougar Trail and then click on the link:

New Student? [Locate your official CofC email address and set your Cougar Password](#)

3. Redirecting of email

If a student wishes to have email redirected from their official College issued account to another email address (e.g., @aol.com, @hotmail.com, @yahoo.com, or any other server other than the official @edisto.cofc.edu), they may do so, but at their own risk. Having email redirected does not absolve the student from the responsibilities associated with official communication sent to his or her College account. The College is not responsible for the handling of email by outside vendors or unofficial servers. A link to instructions on how to forward Edisto email can be found by clicking on Web Mail from the CofC home page.

4. Expectations about student use of email

Students are expected to check their College of Charleston official email on a frequent and consistent basis in order to remain informed of College related communications. Checking email on a daily basis is recommended. (There are many computer stations and labs placed around campus for free student use, such as in the library and near Academic Advising.) Students have the responsibility to recognize that certain communications may be

time-critical. “I didn’t check my email”, error in forwarding email, or email returned to the College with “Mailbox Full” or “User Unknown” are not acceptable excuses for missing official College communications via email.

5. Protection from email viruses

The College has purchased a site license for the Norton antivirus software and will make it available to all students at no charge. Students must have up-to-date virus protection on their computers in order to access the campus and ResNet networks from campus housing. The use of antivirus software on student computers will provide considerable protection from viruses and worms sent by email. Therefore, infected computers will not be a valid excuse for missing email communications. Information about virus protection, available fixes, and a link to download Norton antivirus software are available at <http://antivirus.cofc.edu>

6. Appropriate use of student email

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s), especially when using the “reply” command during email correspondence.

All use of email will be consistent with other College policies.

All use of email will be consistent with local, state, and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA).

7. Educational uses of email

Faculty will determine how email will be used in their classes, and will specify their requirement in the course syllabus. This “Official Student Email Policy” will ensure that all students will be able to comply with email-based course requirements from the faculty. Faculty can, therefore, make the assumption that students’ official @Edisto.cofc.edu accounts are being accessed, and faculty can use email for their classes accordingly.