

Student Policy - Email Policy

Policy:

Bismarck State College (BSC), recognizing the growing need for timely, efficient and consistent communication with students, has established email as an official means of communication with students.

Limits and Regulations:

1. Students who have been admitted and matriculated to Bismarck State College are assigned a North Dakota University System Identifier (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, email address, Campus Connection, etc.
2. The student is required to go to <http://outlook.com> to activate and access their email. The email address will take the form of "NDUS ID @my.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 students of important campus information. Some of this information may include deadlines, policy/procedure changes, changes in degree requirements, special events, course schedule changes, 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. The college will not be responsible for the handling of the email by outside vendors or unofficial servers. When students do not use their BSC assigned email account, or they forward email from that 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. Students are expected to check their official BSC email on a frequent and consistent basis in order to stay current with College events, dates for submitting materials and other campus communications. It is recommended that the students access their email account daily.

5. This email account is free of charge and is active as long as the student remains enrolled at the college.

Reference:

Portions of this policy are drawn from those developed by the University of Colorado at Boulder, Virginia Commonwealth University, University of Minnesota Medical School, University of North Dakota, and the Eastman School of Music.

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.