UNIVERSITY EMAIL POLICY

Policy Statement

Students have an email account that they are expected to activate and check regularly.

Reason for Policy/Purpose

This policy is required for the effective communication of university policy regarding the email policy.

Who Needs to Know This Policy

All students of The University of Southern Mississippi community living on campus.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-stua-res-015

Definitions

Policy/Procedures

All students at the university are automatically assigned an official eagles.usm.edu email address. It is the obligation of each student to activate his or her email account, to routinely check it for new messages, and to keep it in good working condition.

The University and the Department of Residence Life will use email to send official communication to students such as reassignment details, housing assignments, important dates and reminders, as well as information regarding your room (i.e., maintenance).
For more information about your eagles.usm.edu email account, please contact iTech at 6.4357 or helpdesk@usm.edu.

**Review**

The Director of Student Housing Administration is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

**Forms/Instructions**

N/A

**Appendices**

N/A

**Related Information**

N/A

**History**

03/15/13: Formatted for template. Minor editing throughout.  
**Amendments:** Month, Day, Year – summary of changes
Authorization

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STUA-RES-015

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

Edward Scott, Director

Responsible Officer

Date

March 22, 2013