



Student Email Policy

Policy

Using Rocky Mountain College (RMC) Email Address as Official Student Email

Policy Statement

Electronic mail or “email” is considered an official method for communication at RMC because it delivers information in a convenient, timely, cost effective, and environmentally aware manner.

A RMC assigned student email account shall be the College’s official means of communication with all students on the RMC campus. The official email account will be provided in the rocky.edu domain. Students can expect to receive official information regarding deadlines, policy/procedure changes, and changes in degree requirements, special events, course schedule changes, regulatory changes, emergency notices, as well as other useful information from the Registrar, Office of Financial Aid, the VP of Academic Affairs, Dean of Students, and the Business Office. Students are responsible for all information sent to them via the RMC assigned email account. If a student chooses to forward their RMC email account, he or she is responsible for all information, including attachments, sent to any other email account.

Reason for Policy

Rocky Mountain College provides students with an email account upon the student’s matriculation to the institution. This account is free of charge and currently is active as long as the student remains enrolled at the College, and RMC graduates can retain their RMC email address indefinitely. Increasingly, email is becoming the primary mode of communication between students and RMC.

Some students do not use their RMC assigned email account. Other students forward their RMC email account to an alternative account (e.g., a Yahoo account). When students do not use their RMC assigned email account, or they forward email from that account to another account, vital information is often not conveyed as the email is unopened or the associated attachments is not forwarded.

Expectations of Students

Students are expected to check their official RMC email on a frequent and consistent basis. The College recommends checking email daily.

Faculty Expectations and Education Uses of Email

Faculty members should check their email on a regular basis in order to stay current with College-related communications. Faculty will determine how electronic forms of communication will be used in their classes and should require the use of rocky.edu student addresses as per compliance with RMC's email policy.

Forwarding Email

While students may forward their RMC email to another email account, having email lost because of forwarding does not absolve the student from the responsibilities associated with communication sent to his or her official email address. The College is not responsible for the handling of RMC email by outside vendors or unofficial servers.