

# Student Email Communications Policy

## Policy Statement

Bunker Hill Community College has established electronic mail (email) as a means of sending official information to its students **who are enrolled in credit courses**. To this end, students enrolled in credit courses will be given an email account.

- Students should check their college email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information. The Academic Computing Lab in D111 is available for students to check their BHCC email account.

Monday- Thursday	7:00am to 10:00pm
Friday	8:30am to 5:00pm
Saturday	8:00am to 4:00pm

- Students can redirect/forward email from their official BHCC address (@bhcc.edu) to another email account (for example; AOL, Comcast, Verizon, or Hotmail). However, if a student redirects/forwards his or her email, the college will not be responsible for the handling of email by outside Internet service providers.

## Responsibilities

- The Chief Information Officer has overall responsibility for implementation and enforcement of this policy.
- The Office of Information Services (IS) is responsible for distributing and maintaining official Bunker Hill Community College email addresses (@bhcc.edu).
- Students are responsible for activating their BHCC Email Account and accessing their email on a regular basis.

## Definitions:

**Email account:** An email account is a location on a file server, where electronic mail is delivered via the computer network. A *username* and *password* are needed to access the account.

**Email username:** The unique name that is used during the login process to access an email account.

**Email address:** The unique Internet address of an email account, which consists of first initial and last name of a person followed by @bhcc.edu, for example; John Smith, [jsmith@bhcc.edu](mailto:jsmith@bhcc.edu). However, in the instance where an address already exists, the account name will have a number added to the end, for example [jsmith2@bhcc.edu](mailto:jsmith2@bhcc.edu).