



## **UNLV OFFICIAL COMMUNICATION WITH STUDENTS VIA E-MAIL**

**RESPONSIBLE ADMINISTRATORS:** EXECUTIVE VICE PRESIDENT AND PROVOST  
**RESPONSIBLE OFFICES:** OFFICE OF INFORMATION TECHNOLOGY  
**ORIGINALLY ISSUED:** ORIGINAL APPROVED BY ITCC ON JANUARY 25, 2005  
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APPROVED BY THE EXECUTIVE VICE PRESIDENT AND PROVOST:

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*RAYMOND W. ALDEN, III*

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*DATE*

APPROVED BY THE PRESIDENT:

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*CAROL C. HARTER*

\_\_\_\_\_  
*DATE*

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### **POLICY STATEMENT**

Electronic mail (e-mail), like postal mail, is a mechanism for official University communication to students. The University will exercise the right to send e-mail communications to all students and the University will expect that e-mail communications will be received and read in a timely manner. This policy is written to clarify the requirements of e-mail communications with students via their official @unlv.nevada.edu accounts. Faculty, staff and students are all affected by this policy. All campus units depend on this policy in order to ensure communication with students is effective.

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### **UNIVERSITY USE OF E-MAIL**

E-mail is a mechanism for official communication within the University of Nevada, Las Vegas. The University has the expectation that such communications will be received and read in a timely fashion. Official e-mail communications are intended to meet student, faculty and staff academic and administrative needs within the campus community. See the Guidelines for Sending E-mail to Students to review the allowable content and frequency of messages sent to students.

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### **ASSIGNMENT OF STUDENT E-MAIL**

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Official University e-mail accounts are available for all admitted students. The addresses are all in the form of [name]@unlv.nevada.edu. These accounts must be activated before the University can correspond with its students using the official e-mail accounts. Accounts may be activated at <https://swami.scsv.nevada.edu>. Students may call 895-0761, the Student Computing Support Center, if they have questions about account use and activation.

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#### **REDIRECTING OF E-MAIL**

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If a student wishes to have e-mail redirected from their official @unlv.nevada.edu address to another e-mail address (e.g., @aol.com, @hotmail.com, or an address on a departmental/unit server) they may do so, but at their own risk. The University will not be responsible for the handling of e-mail by outside vendors or by departmental/unit servers. Having e-mail redirected does not absolve a student from the responsibilities associated with official communication sent to his or her @unlv.nevada.edu account. Information about forwarding is available at [rebelmail.unlv.edu](http://rebelmail.unlv.edu).

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#### **EXPECTATIONS ABOUT STUDENT USE OF E-MAIL**

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Students are expected to check their e-mail on a frequent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical. “I didn’t check my e-mail,” errors in forwarding mail, or e-mail returned to the University with “mailbox full” or “user unknown” are not acceptable excuses for missing official University communications via e-mail.

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#### **AUTHENTICATION FOR CONFIDENTIAL INFORMATION**

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It is a violation of University policies for students to use official e-mail addresses to impersonate a University office, faculty/staff member, or student.

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#### **PRIVACY**

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Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that e-mail is private and confidential. It is especially important that users are careful to send messages only to the intended recipients.

### **EDUCATIONAL USES OF E-MAIL**

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Faculty will determine how electronic forms of communication will be used in their classes, and will specify their requirements in the course syllabus. This “Official Communication with Students Via E-mail” will ensure that all students will be able to comply with e-mail-based course requirements specified by faculty. Faculty can therefore make the assumption that students’ [name]@unlv.nevada.edu accounts are being accessed.

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### **RELATED INFORMATION**

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Guidelines for Sending E-mail to Students  
Student E-mail Information Web Site: [rebelmail.unlv.edu](http://rebelmail.unlv.edu)

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### **CONTACTS**

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- STUDENT COMPUTING SUPPORT CENTER  
CBC B133  
895-0761
  
- OFFICE OF INFORMATION TECHNOLOGY  
Herman Westfall Building • HWB 101-B  
895-1886/FAX 895-1487
  
- OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST  
Flora Dungan Humanities • FDH-747  
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