Electronic Mail Policy and Procedures

WSCC has established e-mail as the recognized means for sending official information to students, faculty, and staff. Because the College has provided all students with an e-mail address, communications with WSCC employees should be conducted through this address and comply with the Computer Use Policy, while noting that this correspondence becomes official college record. It is the responsibility of all faculty, staff, and students to check their College e-mail on a frequent and consistent basis and to understand that they are not absolved from the responsibilities associated with the contents of electronic communications if the communications are not received and read on a timely basis.