

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER 5	SECTION 22P	TITLE Student Email	HISTORY		
			Adopted 2015	Campus Forum	Reviewed 2024
Revised 2021	Next review 2027				

PROCEDURE

Students who are provided Clover Park Technical College (CPTC) e-mail accounts will follow this process and procedure:

1. Student Identification number (SID) is assigned at time of admission.
2. Once admitted to CPTC, a welcome email is sent to the student's email address listed on the admission application with information regarding their CPTC student email account. The student email account is assigned 24 business hours after registering for classes.
3. Students who do not have access to the internet/email at home may use college computers at the Learning Resource Center, Building 15 or other student-use computers on campus.
4. Assistance in activating student email accounts and how to use student email is available online by visiting www.cptc.edu/email-help or libtech@cptc.edu

Employees and program departments who would like to send a global email to all CPTC students need to follow this process and procedure:

1. Department heads must approve any global emails that are being sent to students. In writing the email, employees should consider the following criteria:
 - Must be global in nature, i.e. affects all or most students
 - Must have a point of contact listed in the email
 - Must be concise and focus on major events or deadlines
 - Use links to refer to more information or calendar of events
 - Cannot be served by a smaller more specific distribution list
2. After approval is granted by the Department Head, that individual will send the email to the Director of Student Life at least three (3) business days prior to the intended distribution date. The Director of Student Life will review and proofread the email and ensure it meets the criteria above and respond to the sender within ????? In the event the Director of Student Life is not available the VPSS office will designate a back-up to approve emails to the student listserv.
3. Approved format options for emails to students include the following:

- Should be no more than 500 words
- Must include a relevant subject line
- Must include the appropriate point of contact to field any student questions
- Include hyperlinks to direct students to more information on the CPTC website and/or calendar
- Easily readable and accessible font style
- Easily readable and accessible font color
- No background images or patterns
- Alt text must be included for any images imbedded in the email

4. In the event of an on-campus emergency or event that necessitates a timely warning, CPTC's designated emergency contacts have the authority and ability to send a message via the student email system without getting prior approval. All other safety related emails required by federal regulations will go through the stated approval process.

APPROVAL:	
By: <u>Deann Kelly</u>	Date: <u>9/25/24</u>
Vice President Name Here	