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6.13 Use of GroupWise E-mail as Official Means of Notification to Students Policy

Policy 6.13

Volume 6 Student Services

Chapter 13 Use of GroupWise E-mail as Official Means of Notification to Students

Responsible Office: Campus Life Services

Originally issued: 1993

Revised: Not applicable

Policy Statement

All students at Georgia Health Sciences University are expected to check their GroupWise e-mail accounts on a daily basis for important university announcements and other pertinent information. Students are also expected to update their contact information in Banner when necessary.

Reason For Policy

It is important for a university to have a centralized method of communication to its students. GroupWise e-mail is the official communication system of choice at Georgia Health Sciences University.

Entities Affected By This Policy

All students and faculty at the Georgia Health Sciences University are affected by this policy. This includes students physically taking classes on the Augusta campus of Georgia Health Sciences University as well as students enrolled in distance education or online classes.

Who Should Read This Policy

All Georgia Health Sciences University students and faculty should be aware of this policy. This includes students physically taking classes on the Augusta campus of Georgia Health Sciences University as well as students enrolled in distance education or online classes.

Contacts

Contact	Phone	e-mail/URL
Campus Life Services	(706) 721-3356	http://www.georgiahealth.edu/students/affairs/
Information Technology and Support Services	(706) 721-4000	http://www.georgiahealth.edu/students/campuslife/

Related Documents

Information Technology Support and Services policies, Administrative Policies & Procedures, volume 2.4:

<http://policy.georgiahealth.edu/category/administrative/>

Definitions

These definitions apply to these terms as they are used in this policy:

GroupWise

A cross-platform collaborative software product from Novell, Inc. offering e-mail, calendar, instant messaging, and document management. It is the institutional e-mail client for Georgia Health Sciences University.

Overview

All students at Georgia Health Sciences University are expected to check their GroupWise e-mail accounts on a daily basis for important university announcements and other pertinent information.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 6.13, Use of GroupWise E-mail as Official Means of Notification to Students, are:

Students	Check GroupWise e-mail account on a daily basis for important university communication.
Faculty	Use GroupWise e-mail as the universal means of communicating with students and other members of the Georgia Health Sciences University community.

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