



**SUBJECT:** Information Technology

**POLICY:** 703.1 Student Email

**RELATED PROCEDURE:** 703.1.1 Student Email Procedure

**EFFECTIVE:** July 2010

**REVISED:** November 2021

**REVIEWED:**

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### **Policy**

Email is the College's official means of sending electronic messages to students. This may include information from instructors, college administration, the Financial Aid office and the Business Office. Financial Aid award letters and official notifications from the Business Office are sent electronically.

Great Falls College MSU allows students to select their preferred email for official correspondence and communications. Students are responsible for ensuring their information is kept current.

### **Related Policies**

[Board of Regents Policy 1304.3 Student Electronic Mail](#)

[Montana State University Student Email Policy](#)