

Augustana College

Communication and Campus Technology Acknowledgement

Augustana College communicates information to students in a variety of formats including voice mail, hard copy documents sent to campus address, mailbox, the website or ***e-mail account***. The college uses text message only in the case of a campus safety emergency and does not use social media to communicate routine official information. **E-mail is the primary means most college officials will communicate with students.** Students will regularly receive e-mail from campus offices that require them to act or communicate with parents, advisors, or other individuals. Although the list below is not exhaustive, some of the sources of these e-mails are:

Admissions	Business Office	Food Service
Financial Assistance	Honor Council	Dean of Students
Residential Life	Academic Affairs Office	Faculty members
Office of the Registrar	Student Activities	Academic advisors
Advising Office	Information Technology	

At the point of admission, all students are assigned an Augustana e-mail address and network username which will give them secure access to campus information and the Arches system. Students access their Augustana e-mail address and the Arches system early in the process of signing up for Orientation & Registration. Once a student has attended Orientation & Registration, they should use their Augustana e-mail account. The College will not use a non-Augustana e-mail account to communicate with a student after they have attended Orientation & Registration. Students who take themselves out of a college-hosted distribution list remain responsible for the content, attachments and deadlines communicated to that list. Students should not share their Augustana network and e-mail usernames and passwords with anyone at any time. Students are expected to open and check their campus mailbox as some information can only be sent through campus mail.

Students are expected to read, respond and archive all official correspondence from the college. The responsibility for understanding and adhering to requests, policies, deadlines and procedures communicated to students rests entirely with the student. It is the expectation that students will check their campus e-mail account at least once per day while classes are in session and 2-3 times per week during break periods.

By logging into your Augustana e-mail account, you are acknowledging you are responsible for reading, responding to and archiving all official communication from the college. Your use of Arches means you acknowledge you will adhere to the policies and procedures set forth in the Augustana College academic catalog and the student handbook, Inside Augustana. You acknowledge that meeting all degree requirements tracked in your program evaluation is your sole responsibility. You should not share your login credentials and password information with others.