University of Alabama at Birmingham — Office of the Provost

STUDENT E-MAIL ADDRESSES POLICY

November 10, 2003

See also:
> *Electronic Data Processing Security Policy*
> *Acceptable Use Policy* (Published at "UAB Information Security" World Wide Web site)
> *Network Usage Guidelines* (Published at "UAB DC/NS Help Desk" World Wide Web site)

Purpose

UAB provides electronic mail resources in support of its instruction, research, and service activities. The purpose of this policy is to establish the use of electronic mail (e-mail) as one of the official methods for communicating with UAB students.

Official Communications Using E-mail Addresses

In a similar manner as mail distribution of paper communiques to a student's "permanent" address is considered an official method for distributions to students, so also are official e-mail messages sent by UAB to a student's "@UAB.EDU" e-mail address considered an official distribution method.

For purposes of this policy, "official" communiques or e-mails as used here are those established as "official" through other approval mechanisms in place at UAB.

Student Requirements and Responsibilities

Every student enrolled at UAB must have an e-mail address that ends with "@UAB.EDU". Such an e-mail address is required for a student to register for UAB credit courses.

It is the student's responsibility to obtain an official UAB e-mail address in a timely manner from the UAB e-mail registering system (BlazerID World Wide Web site). This will require the student also to have a valid, current, and reliable electronic mailbox through an Internet Service Provider (ISP) or portal, or on a server administered by the student's academic department, or on the central mail service provided by the Office of the Vice President for Information Technology.

It is the student's responsibility to check his or her e-mail regularly for distribution of official UAB communiques. UAB recommends that e-mail be checked at least once a day,

when practicable.

UAB is not responsible for lost, rejected, or delayed e-mail forwarded by UAB from a student's "@UAB.EDU" address to off-campus or unsupported e-mail services or providers. Such lost, rejected, or delayed e-mail does not absolve the student from responsibilities associated with an official UAB communique sent to the student's official UAB e-mail address ("@UAB.EDU").

If there is a change in a student's e-mail address to which the "@UAB.EDU" alias address is re-directed, it is the student's responsibility to make the changes in the UAB e-mail registering system.

UAB Responsibilities

UAB will ensure that all students have access to an e-mail account and will provide means for students who do not otherwise have access to e-mail-capable computers to be able to check their e-mail through such mechanisms as computer labs, the UAB libraries, and public terminals.

UAB will provide mechanisms to allow students to request that their e-mail addresses not be published in a similar way that other student directory information is not published. However, unpublished e-mail addresses *will be used* for sending official UAB communiques to students including communications to a group of students such as a course e-mail list. Students also will be provided mechanisms for requesting that their e-mail addresses not be used for general UAB mailings that are not official communications with students.

UAB is not responsible for the handling or mishandling of students' e-mail by non-UAB providers or by unofficial (non-@UAB.EDU) e-mail servers.

Date:___November 10, 2003___   Approved:_____

Eli Capilouto
Provost