

## ***Communication with Students***

Effective communication with the College's various offices and personnel is essential to student success. Timely information related to registration, policies, programs, events, and other matters of importance to students requires current contact information and students to utilize the various means of communication provided. Students must provide updated contact information at the beginning of each semester or term to the Student Affairs Office.

To assist with effective communication the College publishes a College Directory each Fall and Spring that includes contact information for staff, faculty and all students. Student information published includes name, class, address, phone number, campus mailbox and email address. Students may request in writing at the start of each semester certain information to be withheld from publication. Requests may be submitted to the Student Affairs Office during registration and up to two weeks following registration.

### **General Information Distribution**

The College utilizes the following methods for general information distribution: US Postal Service, campus mailboxes, email, classroom announcements and campus bulletin boards. WebCT will be used for information related to specific courses only.

### **US Postal Service**

The postal service is the primary method for getting important information, documents, forms, etc. into the hands of students. Students are required to keep the College notified of current mailing addresses and permanent addresses (if different) where things may be sent when class is not in session (holiday breaks, summer, semester breaks).

### **Email**

All students are provided an email account for official College communication purposes. The account is accessible by remote login from any computer with internet access and from any work station on campus. Students are expected to check their College email account regularly (daily is recommended) to stay up to date, especially with time sensitive information. Notices sent to students via this account are considered delivered and therefore students are accountable for this information. Students' failure to set up, maintain or update email accounts, address, phone numbers or voice mail will not excuse them from being responsible for information and deadlines included in these communications from the College faculty and staff. While the temptation for some is to want to use personal email accounts instead of the official College account this is impractical given the number of College faculty and staff who regularly communicate with students via email. Another issue is many personal accounts like Yahoo and Hotmail have limited capacity, resulting in many students not receiving important information (e.g. attachments).

See the Student Information and Policies section for more details on the "Student Computer Policy."

### **Classroom Announcements**

This is an effective means of getting important information to students in a timely manner. Generally announcements may be made before class starts or before or after scheduled breaks. It is necessary to get advance permission from faculty to make classroom announcements especially if it may take regular class time.

### **Campus Bulletin Boards**

Campus bulletin boards are valuable sources of all types of information. General information and job postings can be found on these bulletin boards. Bulletin boards are located on the 3<sup>rd</sup> floor computer lab, the lower level near the mailboxes and the first floor near the Student Affairs Office. Items for posting must be submitted to the Student Affairs Office for approval.

**WebCT Communication**

WebCT is a web-based educational tool for the delivery of all nursing course material and learning experiences. Each course home page has a section for announcements. The faculty utilize this feature to provide timely information to students regarding specific courses and should be checked each time you log in to your courses.