

NICHOLS COLLEGE

Use of Nichols-assigned E-Mail Accounts

for College Communications

Each user (student, faculty, staff) is assigned a Nichols College e-mail address. E-mail is the official communication tool for Nichols College to communicate quickly and efficiently with students, staff, and faculty in order to conduct college business.

The Nichols e-mail address is the only address that can be used for correspondence between and among Nichols users, as well as for official communications with entities outside of the college. Use of personal e-mail accounts for these types of communications is forbidden.

There are only three exceptions to this policy:

- Communications between faculty and students using the messaging system within the learning management system (Canvas) for a class.
- Communications to the I.T. Help Desk due to a forgotten user password.
- Communication with a student new to the school to facilitate the setup of their student e-mail account and corresponding records.

It is expected that e-mail messages will be received and read by the recipient within one business day. Staff and faculty are expected to have automated out-of-office messages setup in the event that they are out sick or on vacation, identifying an alternate contact while they are out.

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