

University of Hartford Policy on Electronic Student Communications

The University of Hartford relies upon the use of electronic messaging systems (e-mail) to provide official University communications to its students. Electronic communication allows the University to provide timely information to the campus community, while reducing administrative costs. As with traditional postal mail messages, the University expects any electronic messages sent to be opened and read by the student in a timely manner. Each student is responsible for reviewing all e-mails sent to his or her designated e-mail account (described below) frequently to receive official University correspondence.

The University Information Technology Services Department provides active students with a University e-mail account. The University of Hartford e-mail address (XXX@hartford.edu) is considered by the University to be the student's designated email account for the purpose of receiving official University electronic communications. Students may choose to use a valid forwarding address to a third party e-mail provider; however, the University will only use the hartford.edu address for official University e-mail correspondence.

It is the responsibility of students to promptly inform the University by calling ext. 5999 or visiting the Computer Support Center (located in the Computer Center/Administration building, room CC113) if they are not receiving University e-mail messages to their hartford.edu addresses. Additionally, students are responsible for ensuring their e-mail accounts are properly maintained (such as keeping the University account within the e-mail quota) to receive University e-mail messages. This maintenance includes but is not limited to account activation, remaining within the mail quota, checking anti-spam filters, and updating the student's computer with operating system security patches. As with the postal mail service, the University assumes no responsibility for any messages not received or not read by the student. Students are advised to be aware of all relevant University policies and schedules, including those used for registration, billing, health services, etc.

Electronic communication is not considered a secure mechanism for transmitting confidential and/or private information. Students are advised to exercise caution when using electronic communications to discuss such information.

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