

1. College Use of email

Email is a mechanism for official communication within MCC. The college expects that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community.

2. Assignment of student email

Official college email accounts are available for all enrolled students. The addresses are all of the form `UserName@mccnebraska.net`. These accounts must be activated before the College can correspond with its students using the official email accounts.

3. Redirecting of email

Your MCC email account has identity and security ties to multiple systems. To protect this information and guarantee delivery of email MCC email may not be forwarded outside of the MCC Exchange system.

4. Expectation of student use of email

Students are expected to check their email on a frequent and consistent basis in order to stay current with college-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the college with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official College communications via email. MCC recommends checking email one a week at a minimum in recognition that certain communications may be time-critical.

5. Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence. All use of email will be consistent with the [Acceptable Use of Information Technology Resources](#) with regard to MCC. Email shall not be the sole method for notification of any official legal action.

6. Educational uses of email

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus and ensures that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official @mccnebraska.net accounts are being accessed and faculty can use email for their classes accordingly. Students may not use the student email system to advertise merchandise, services or anything that would be considered spam, or coming into conflict with the interest of MCC.