

CAMPUS COMMUNICATION POLICY

John Paul the Great Catholic University communicates via a variety of formats including email, campus mail, the website, and phone. **Email is the primary means for most university communication.** Students will regularly receive email from staff or faculty that require them to act upon the information or communicate with parents, advisors, or other individuals.

Upon enrollment, all students are assigned a JPCatholic account, which includes a university email address. Once this email account is set up, students should immediately use this account and avoid using personal email accounts for university correspondence. Students should safeguard their login information and not share it with anyone, including friends or family members.

Students are expected to read, respond, and archive all official correspondence from JPCatholic. The responsibility for understanding and adhering to requests, policies, deadlines and procedures communicated to students rests entirely with the student. Students are expected to check their campus e-mail account at minimum once per day while classes are in session and at least 2–3 times per week during break periods. It is also expected that students check their campus mailbox 1–2 times per week.

ACKNOWLEDGEMENT

As a student, through my login to my university account and enrollment in courses, I acknowledge that I will adhere to the policies and procedures set forth in the JPCatholic academic catalog and the student handbook. I understand that my login acknowledges that meeting all degree requirements tracked in my program is my sole responsibility.

By signing this document, I understand the policies listed here and that I am responsible for reading, responding and archiving all official communication from the college. This includes communication I receive in-person as well as by voice message, text, email and hard copy documents provided to me through campus mail or delivered to my home residence. I understand I should never share my login and password information with others.

PRINTED NAME

STUDENT SIGNATURE

DATE