

## **Union College E-mail Policy**

Union College considers the College's e-mail system (that is, student's username@union.edu address), the standard means of internal communication at the College. All full-time and part-time students are expected to regularly check their Union College e-mail account and to acknowledge messages in a timely manner. In addition to general College notices, faculty members frequently use the College's e-mail system to notify and correspond with members of their classes. It is recommended that students frequently access their College assigned e-mail account for information. Individuals may choose to have their @union.edu e-mail accounts forwarded to an off-campus account.

The College is not responsible for delivery problems to non-official e-mail accounts.