

---

## UNIVERSITY OPERATING PROCEDURE

**\*\*FOR PRINTED USE ONLY\*\***

University Operating Procedures residing on UVM's Institutional Policy website are the most current versions available. If you are viewing a procedure anywhere else including in printed form or embedded on other websites, it may not be the most current.

**Title:        Electronic Student Notification**

### Overview

Students are issued a UVM email account following acceptance of an offer of admission and prior to enrollment in classes at the University of Vermont (UVM). This email account is established for the purpose of sending and receiving communications that constitute "official" business as a member of the UVM community. Official communication covers a wide variety of important information including financial notices, academics, safety alerts, required meetings, etc. Students remaining alert to their UVM email account and responding when necessary is critical to effectively and successfully managing one's affairs as a member of the UVM community.

### Applicability of the Procedure

This Operating Procedure applies to all students of the University of Vermont.

### Definitions

Official University Communications may be addressed from an administrative unit or official of the University to a group or a single student, and contain information that students must have in order to conduct business with the University and for which they will be held accountable.

University (UVM) Email Address is an email account within the uvm.edu domain but not including departmentally-operated subdomains.

### Procedures

#### General

Newly admitted students may receive communications from admissions and/or Orientation on private email addresses until such time that new students, prior to enrolling in classes, are issued their UVM address/account.

The University of Vermont's email network and associated UVM email addresses are the primary and official

## About This Procedure

Responsible Official:	Vice Provost for Student Affairs	Approval Authority:	Vice Provost for Student Affairs
Affiliated Policy Number(s):	V. 1.8.2	Effective Date:	September 15, 2011
Revision History:	<ul style="list-style-type: none"><li>• Approved by the Vice President for Student and Campus Life September 15, 2011</li><li>• Approved by the Vice Provost for Student Affairs July 27, 2018</li><li>• Approved by the Vice Provost for Student Affairs December 22, 2022</li></ul>		