| Policy title | Category |
| --- | --- |
| University Communication | Administration<br>Financial Aid<br>Registrar |
| **Owner** | **Approved by** |
| Registrar's Office | Ad Council |

# Purpose of this policy

To define students'  responsibilities for monitoring official channels of University communication.

# Application of this policy

All enrolled students.

# Policy statement

Enrolled students are expected to check these sources regularly for important information from the university.

Official University communication to students may take any of the following forms:

- Email to a student's NWU account
- Student Mail Boxes (SMB) for full-time traditional undergraduate students
- Call to telephone number provided by the student
- Correspondence to a student's permanent address (Students are responsible for reporting any change in permanent address to the Registrar's office).

This policy applies throughout students' enrollment at Nebraska Wesleyan.

During the summer months, traditional undergraduate students' permanent address and/or email will always be used as a means to communicate official university information.

Students are responsible for all official university communication that comes to them through any of the above media.

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**Last revised date**
August 14, 2019