



Medical College of Georgia
 Academic, Research, and
 Student Affairs
 Policy Library
**Use of GroupWise
 E-mail as Official
 Means of Notification
 to Students**

Policy 6.13
 Volume 6 Student Services
 Chapter 13 Use of GroupWise
 E-mail as Official Means of
 Notification to Students
 Responsible Office: Campus Life
 Services
 Originally issued: 1993
 Revised:

Policy Statement

All students at the Medical College of Georgia are expected to check their GroupWise e-mail accounts on a daily basis for important university announcements and other pertinent information. Students are also expected to update their contact information in Banner when necessary.

Reason For Policy

It is important for a university to have a centralized method of communication to its students. GroupWise e-mail is the official communication system of choice at the Medical College of Georgia.

Entities Affected By This Policy

All students and faculty at the Medical College of Georgia are affected by this policy. This includes students physically taking classes on the Augusta campus of the Medical College of Georgia as well as students enrolled in distance education or online classes.

Who Should Read This Policy

All Medical College of Georgia students and faculty should be aware of this policy. This includes students physically taking classes on the Augusta campus of the Medical College of Georgia as well as students enrolled in distance education or online classes.

Contacts

Contact	Phone	e-mail/URL
Campus Life Services	(706) 721-3356	http://www.mcg.edu/students/affairs/
Information Technology and Support Services	(706) 721-4000	http://www.mcg.edu/itss/

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p613.pdf>

Related Documents

Information Technology Support and Services policies, Administrative Policies & Procedures, volume 2.4: <http://www.mcg.edu/Policies/>

Definitions

These definitions apply to these terms as they are used in this policy:

GroupWise A cross-platform collaborative software product from Novell, Inc. offering e-mail, calendaring, instant messaging, and document management. It is the institutional e-mail client for the Medical College of Georgia.

Overview

All students at the Medical College of Georgia are expected to check their GroupWise e-mail accounts on a daily basis for important university announcements and other pertinent information.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 6.13, Use of GroupWise E-mail as Official Means of Notification to Students, are:

Students	Check GroupWise e-mail account on a daily basis for important university communication.
Faculty	Use GroupWise e-mail as the universal means of communicating with students and other members of the Medical College of Georgia community.