New! U of A Electronic Communications Policy

The University has approved an Electronic Communications Policy for Students and Applicants. See full policy: Electronic-Communications-Policy

When appropriate, the University will send you important information through e-mail. As a result, you will receive this information in a timely way and can follow up promptly.

Key Points Regarding Electronic Communications

• **Check your e-mail at least once a week.**

  ▪ All students and applicants are assigned a University of Alberta Campus Computing ID (CCID) with e-mail privileges. The ‘CCID@ualberta.ca’ e-mail address originally assigned by the University is the e-mail address to which communications will be sent.

  ▪ See the Information Services and Technology website for detailed information on CCIDs, conditions of use and related privileges: http://www.ist.ualberta.ca/.

  **You must advise IST immediately of any problems** encountered with University e-mail accounts by contacting the Help Desk at helpdesk@ualberta.ca or calling 780 492-9400.

  ▪ **We recommend that you do not forward** your University directed e-mail to other non-University e-mail addresses such as those provided by Hotmail, Yahoo, Shaw, Telus, etc. You could miss important communications that may affect your University career.

Failure to receive or read University communications sent to the University e-mail address in a timely manner does not absolve students and applicants from knowing, responding to or complying with the content of that communication.

This Policy affects you! Check the details!


OFFICE OF THE REGISTRAR AND STUDENT AWARDS