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Revised:	11/13/2023
Last Reviewed:	10/11/2023 (AASC)
Executive Team Approved:	11/9/2023
Next Review Date:	11/9/2028
Authority:	Hennepin Technical College
Custodian of Policy:	Chief Information Officer

PROCEDURE

1. College Use of Email

Email is a mechanism for official communication with Hennepin Technical College students. Official email communications are intended to meet the academic and administrative needs of the college community. As steward of this process, the Vice President of Academic and Student Affairs or designee is responsible for the governance of the official student email communications. Students are responsible for reading and responding to the information disseminated from the college.

2. Assignment of Student Email

Official College email accounts will automatically be made available for all admitted students. Email addresses are created according to the name obtained from Minnesota State records. Please refer to [System Procedure 1B.1.2 Preferred Name](#) to change the name in the Minnesota State records. The standard naming convention is: first.lastname@my.HennepinTech.edu. An example is john.smith@my.HennepinTech.edu. A number, is used to make each address unique if more than one student share the same name. An example is john.smith.1@my.HennepinTech.edu All name spacing and punctuation is removed.

Students will log into their email account with their StarID@go.minnstate.edu which is only used for authentication purposes. The first.lastname@my.HennepinTech.edu convention will be used as the email address visible to recipients.

Email accounts will automatically be activated and are defined as “Limited Directory Data.” Student email will be active from the time of official registration through one academic year after the last enrolled class.

Before a student email account becomes inactive, it will be the sole responsibility of the student to archive data. In the event a student becomes officially registered after the one year inactive period, a new student email account will be created but not necessarily the same account the student once used. It will be the responsibility of the student to notify all appropriate recipients before their account is deactivated.

3. Expectations About Student Use of Email

Students are expected to check their email on a regular basis. Students have the responsibility to recognize that certain communications may be time critical.

4. Redirecting of Email

Students are responsible for all information sent to them via their institutional email account. If a student chooses to forward messages to another account, they do so at their own risk. Students remain responsible for the information that has been communicated from HTC to their official my.HennepinTech.edu college email.

Chapter 2: Students

Student Email

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5. Compliance with Related Policies

All messages must adhere to Policy 5.22 Appropriate Use of IT Resources, Policy 3.6 Student Code of Conduct, Minnesota State Code of Conduct and Ethics, and Minnesota Statutes 43A.38, Subd. 4 and 43.A39, Subd.2, and the Family Educational Rights and Privacy Act of 1974, as amended.

6. Confidentiality

Because the confidentiality of email correspondence cannot be guaranteed, users of this service should exercise extreme caution when sending messages. The service is not intended to communicate confidential information.

GUIDELINES

As steward of the official student email address and communications, the Vice President of Academic and Student Affairs is responsible for directing its use.

General guidelines

- Institutional Email: The President, Vice President of Academic and Student Affairs, Dean of Enrollment Services, Dean of Student Success, Equity and Inclusion, Registrar, Director of Finance, and the Director of OneStop and Advising or their designee are authorized to send official correspondence to students. Other college personnel should submit a student email request using the electronic form posted on the intranet if they wish to communicate with some or all HTC students in an official capacity. Email communications will be sent to a student's institutional email address, and personal email on record.
- Instructional and Programmatic Email: Faculty and staff may send email directly to prospective students and students within their program for academic and programmatic communication needs.
- Information Technology staff provides technical support for activating, using, and disabling student email accounts.
- Students, faculty or staff are responsible for the content of their communications and for reviewing, understanding, and complying with all policies, procedures and laws related to access, acceptable use, and security. Students, faculty or staff are responsible for consulting with the data compliance officer for clarification on privacy issues.
- Use discretion concerning the number of messages sent, and ensure that the content of the message is simple and direct. All messages must adhere to Policy 5.22 Appropriate Use of IT Resources, Policy 3.6 Student Code of Conduct, Minnesota State Code of Conduct and Ethics, and Minnesota Statutes 43A.38, Subd. 4 and 43.A39, Subd.2, and the Family Educational Rights and Privacy Act of 1974, as amended.