



Lorain County Community College

Office of Student Life

Club Email Account Guidelines & Request

College Use of Email

Email is an official means for communication within LCCC. Therefore, the College has the right to send communication to student clubs via email and the right to expect that those communications will be received and read in a timely fashion.

Student Club Email Accounts

All LCCC sanctioned student clubs may request an email account. An LCCC Student Club Email Account Request Form must be completed by the club president, approved by the club advisor, and then submitted to the Manager of Student Life. All requests for a student club email account must be directed to the Office of Student Life.

Acceptable Use of Email

Use of student club emails is consistent with other LCCC policies and local, state, and federal law, including:

- LCCC Student E-Mail Policy
- LCCC Web Access Terms and Conditions
- The Family Educational Rights and Privacy Act of 1974 (FERPA)
- The Code of Conduct
- Use of the LCCC provided email accounts for any commercial or illegal purpose is prohibited. Violations of this policy will be subject to discipline in accordance with the Campus Code of Conduct.

Assignment and Activation of Student Club Email Accounts

The LCCC Help Desk will assign all LCCC sanctioned student clubs an official College email account once an application has been received and approved by the Office of Student Life. The College will send all club email communications to this account; the official address will be the address listed in the College's Directory for that club. Student Club accounts will be created after the request has been sent to the LCCC Help Desk from the Office of Student Life.

Account Duration

Student club email account duration will be in accordance with the Office of Student Life policies/procedures regarding club status. Student club accounts will be deactivated upon notification by the Manager of Student Life once the club is no longer considered active.

Student Club Officer Responsibilities

Student club presidents are expected to check their club email account on a frequent and consistent basis in order to remain informed of College-related communications and to effectively conduct club business.

Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

LCCC takes every effort to protect the safety of its computer and network resources. Student clubs should be aware that any electronic communications utilizing College-owned computer and network resources potentially may be disclosed under College policies, state and federal laws/regulations or for appropriate College business needs.

Access to Email

Only the student club president and advisor will have access to club email accounts unless access is granted by the club president. The club president will be responsible for compliance with all related rules and regulations pertaining to the College email account.

Once student clubs have been given their new club email address, the club president and advisor will be provided with instructions to access the account.

**Office of Student Life
CLUB EMAIL ACCOUNT REQUEST**

LCCC email accounts for student clubs are available to officially chartered clubs. This form requires the signature of the club president for compliance of the specified LCCC policies and guidelines and the signature of the advisor for approving the request. Account set-up and access will be granted once the form has been approved by the Manager of Student Life.

CLUB PRESIDENT INFORMATION

Name of Club/Organization: _____

Name of Club President: _____

Student Number: _____

Phone: _____

Email: _____

ADVISOR INFORMATION

Advisor Name: _____

Phone: _____

Email: _____

CLUB PRESIDENT ACKNOWLEDGEMENT & SIGNATURE

PLEASE REVIEW AND SIGN

I acknowledge that I have read the LCCC Student Club Email Account Guidelines. I further acknowledge that I understand my responsibilities as related to LCCC policies and procedures for the use of student email accounts and understand that the LCCC email account cannot be used for any commercial or illegal purpose. Violations of this policy will be subject to discipline in accordance with the Campus Code of Conduct.

Club President Signature: _____ Date: _____

ADVISOR ACKNOWLEDGEMENT & SIGNATURE

PLEASE REVIEW AND SIGN

I am approving the student club request for a club email account and acknowledge that the submitting the request is the current club president.

Advisor Signature: _____ Date: _____

OFFICE USE ONLY

Approved

Not Approved:

Student Life's Manager Signature: _____ Date: _____

EMAIL ACCOUNTS & NAMES WILL BE GRANTED AT THE DISCRETION OF THE IS&S DEPARTMENT

Email Account Name (Print): _____@lorainccc.edu

Password: _____

Club/Organization Notified by: E-mail Phone In Person Date: _____ Initial: _____