Accepted (Future) Student Email Policy

Congratulations on your acceptance to Carson-Newman! We are excited to have you as part of the C-N family! As you prepare to begin your studies with C-N you will be in close contact with staff from the Admissions, Financial Assistance, Registrar and other offices. To help ensure you have access to the important information you will need to know for a successful start C-N provides an email account to each student who validates their admission.

The student email policies provide guidelines regarding the following aspects of email as an official means of communication with students. Below are the policies with regard to the use of the Carson-Newman email system.

Appropriate use of student email
All use of email will be consistent with other Carson-Newman Information Technology policies, including the General Information Technology Policy for Students.

Assignment of student email
Carson-Newman email accounts will be created automatically for all enrolled students at the time of admission. This email address will be used to contact the student prior and after enrollment. Carson-Newman does not sell email information to third parties.

Expectations of student use of email
Students are expected to read and respond as appropriate to their Carson-Newman email on a frequent and consistent basis. Since many of the communications will be time sensitive it is advisable to check this official email daily.

Redirecting of student email
The Carson-Newman assigned email address will be the address used by C-N faculty and staff to communicate to students. Students who auto-forward these messages to another address such as Gmail, Yahoo, Hotmail, etc., do so at their own risk. Carson-Newman is not responsible for the handling of email by third parties.

Privacy
Email users should exercise extreme caution in using email to communicate confidential
or sensitive matters and should not assume that email is private and confidential. Confidentiality of student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.

User Name
Your student's email user name is created from your official name on file with the Registrar's office. The user name is automatically set to the first initial, middle initial and full last of your name.
example: Ex. John D. Smith is jdsmith

Password is initially set to the last 6 digits of social security number.

Note: If two students (past or present) have the same first initial, middle initial and last name the student information system automatically assigns a random number after your last name. If in doubt of what your user name may be, please contact the IT Helpdesk for assistance.

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CARSON-NEWMAN IT
INFORMATION TECHNOLOGY

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