Current Student Email Policy

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:

Carson-Newman Exchange (Outlook) e-mail is an official system used for Carson-Newman email and should be checked daily throughout the academic year. C-N will not be forward to a personal e-mail account.

User Name
Student user names consist of Electronic mail or “email” is considered the official method for communication to Carson-Newman Students
Name changes will affect your student email address.

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.

Confidential Information
It is in violation of Carson-Newman policies for any user of official email addresses to:

- Send personally identifying information via email. Examples: social security numbers, No personally identifying information, credit or debit card numbers, security or access codes.
- Impersonate another Carson-Newman office, faculty/staff member, or student via another’s email address.

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.

The student is also expected to keep the email storage space maintained to help insure the receipt of important C-N messages. (see the www.cn.edu/it web site for specific storage space size and limitations.

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.

Daily Announcements
All students, undergraduate and graduate receive the Daily Announcements from EagleNet. Since these e-mails may contain official communication from the College, you cannot opt out of receiving the Daily Announcement.

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.