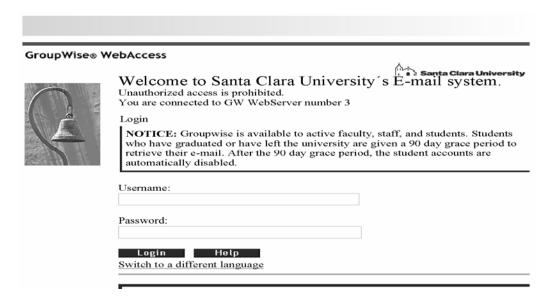
Attn: Undergraduate Students

EFFECTIVE IMMEDIATELY

Official University Communication Policy

The University sends official communication to students via their SCU campus mail box, local address, or SCU email address. Students are required to check their campus mailbox, and Santa Clara email account on a daily basis, <u>and</u> are responsible for reading and responding to the information they receive from the University.



Although the University urges students to use their Santa Clara email address as their primary email, students who will not be checking that address regularly should forward their email to their preferred email account.

Instructions to forward email:

http://it.scu.edu/howto/GroupWise/Forward/

Thank you.