

## **E-mail for Students**

All students who take credit classes on ground or online at WITC are automatically provided an e-mail account within 24 hours of registration. You'll receive important information through your e-mail account—information you'll need to know, like registration, graduation, financial aid, College events, course information from faculty, and much more. The e-mail account will remain active for one year after a student has completed taking credit classes.

See the Internet/E-mail Acceptable Use Policy for appropriate usage of the Internet or your e-mail account.

**E-mail communications is a tool for official communications with students. Students are expected to check their official WITC e-mail.**

**NOTE:** Students are strongly discouraged from forwarding their WITC e-mail to a personal account as some Internet providers view this as spam and block it accordingly.

### **WITC Student E-mail**

- Students will have one place where they can access all their information, services, and applications. Students can conveniently access their e-mail as they check out other items on their personal portal, **My WITC**.
- WITC e-mail provides additional features such as spell check and an address book which will include faculty e-mail addresses.
- Student e-mail is accessed through the college's Web portal, **My WITC**, or from our Web site at <http://www.witc.edu>
- Student mailboxes are limited to 10 megabytes, including attachments. Once that limit is reached, students can no longer send or receive messages. Routinely clean out your mailbox to ensure that future messages can be sent or received.
- Student e-mail addresses have a standard naming structure as follows: last name + first letter of first name + first letter of middle name@students.witc.edu

**Where can I access my student e-mail account at WITC?** You may use any computer in one of the labs, the LRC, or in common areas around the campus to access your student e-mail account as well as at home if you have an Internet Service Provider account – anywhere that there is internet access (libraries, WiFi hotspots, etc.)