



## COMMUNICATION POLICY

The Office of the University Registrar sends almost all official correspondence through email utilizing the student's West Chester University issued email address. This is our primary and official form of communication. Students are expected to check their University email frequently and consistently. Any and all consequences that result when University email is not read or checked regularly are the responsibility of the individual student.

Occasionally, some communications need to be mailed through the postal service. Therefore, students should also ensure their home address is up to date with the Registrar's Office.

In addition, all email communications to the Registrar's Office regarding registration and student records should be submitted from the student's WCU email address. Communications from this office, in response to record and registration inquiries, will be sent to the student's WCU email addresses.

*Forwarding email:* Students who elect to redirect or automatically forward their University email to an alternate email address (such as Hotmail, Gmail, etc...) choose to do so at their own risk. Lost or misplaced emails resulting from redirection or forwarding does not absolve a student from the responsibilities associated with communications sent to his or her official West Chester University email address.