

## Email Communications

In accordance with [Electronic Mail Policy for Official University Business #3506](#), all official University business will be conducted using ODU email addresses. Upon admission, students should activate their student email address and thereafter, use it for all communication with faculty and staff.

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**EVMS**

The Admissions & Enrollment Office uses the email account provided on the application to communicate with applicants. Applicants should use this email to communicate with their program(s) and other EVMS departments. It is the applicant's responsibility to regularly check their email for important information regarding their application. Once an applicant has accepted their offer of admissions and has received their EVMS credentials, the official mode of communication is the EVMS email account. It is the applicant's responsibility to regularly check their EVMS email for important onboarding information and updates. Program communication with Admissions & Enrollment will be conducted through hpadmissions@evms.edu. Program communication with Admissions & Enrollment for the School of Medicine will be conducted through evms\_admissions@evms.edu.

**ODU**

A. PURPOSE The purpose of this policy is to address the use of official University electronic messaging systems and the resulting responsibilities of faculty, staff, and students.

**B.**

AUTHORITY Code of Virginia Section 23.1-1301, as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to university operations.

**C.**

DEFINITIONS Electronic Communication - Any message, image, form, attachment, data, or other communication sent, received, or stored within an electronic messaging system. Information Technology Resources - Defined as, but are not limited to, computers, telecommunication equipment, networks, automated data processing, databases, the Internet, printing, management information systems, and related information, equipment, goods, and services. Official Email Account - An email account issued by Old Dominion University that ends in the domain name @odu.edu, and is the official electronic account used to conduct University business.

**D.**

SCOPE This policy applies to all employees, students, employees of affiliated organizations and guests, volunteers and researchers who are provided official email accounts, and governs all information technology resources associated with electronic messaging whether owned by or operated for university business through contractual arrangements. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Affiliated organizations are separate entities that exist for Policy 3506 – Electronic Messaging Policy for Official University Communication 2 the benefit of the University and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volu



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