

## **Email Address Policy**

All students are assigned a Charter Oak State College email address. Students must use this email in corresponding with staff and faculty. The Charter Oak email is provided for security reasons and to meet federal requirements for confidentiality and authentication. It is the student's responsibility to check and use their Charter Oak email address. Once assigned, the Charter Oak email will be the only email address used by the College to send students information, and is the only email address that can be used for Charter Oak online courses.