

University of California, Berkeley
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Student E-Mail Addresses

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Policy Summary

All University of California, Berkeley students must establish a berkeley.edu e-mail address. Students are responsible for keeping the address current and for regularly monitoring their e-mail for official communications from the University.

Who Is Affected by This Policy

- Students

Who Administers This Policy

- Office of Undergraduate Admissions
- Office of the Registrar
- Graduate Division
- Information Systems and Technology

UNIVERSITY OF CALIFORNIA, BERKELEY
Policy on Student E-Mail Addresses

Why We Have This Policy

E-mail has become a standard means for sending official University communications. A berkeley.edu e-mail address for each student benefits the campus in the following ways:

- It establishes a consistent, unified approach for official campus communications.
- There are few, if any, returned messages.
- It ensures that messages sent from campus departments are not rejected as “spam,” which can sometimes occur with campus messages sent to third-party e-mail services.
- Students always know where to check for official notifications from the University.
- With minimal effort, the e-mail accounts can be kept valid and current.

Responsibilities

Office of Undergraduate Admissions:

- Provides information to newly-admitted undergraduate students about establishing berkeley.edu e-mail addresses.

Graduate Division:

- Provides information to newly-admitted graduate students about establishing berkeley.edu e-mail addresses.

Office of the Registrar:

- Notifies students of the berkeley.edu e-mail address requirement.

Information Systems and Technology:

- Provides a means by which students can establish a berkeley.edu address, formally record it, indicate their choice regarding release of the address to the public, and update the address as needed.

Students:

- Establish, formally record, and maintain an e-mail address in the berkeley.edu domain.
- Regularly monitor e-mail received at their Berkeley.edu email address for official notifications from the University.

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Procedures

Students may create a berkeley.edu e-mail account using CalMail or, if available, their college, school, or department e-mail server in the berkeley.edu domain. To create an e-mail account on CalMail, students may go to the Berkeley Internet Link at <https://calmail.berkeley.edu:10100/>. When updating an e-mail address, students must go to CalNet Directory Services at <https://directory.berkeley.edu/update>.

In protecting students' privacy, e-mail addresses will be made available as directory information only when the release flag is checked.

Web Site Address for This Policy

<http://campuspol.chance.berkeley.edu/policies/StudentEmail.pdf>

Glossary

Directory Information: information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. UC Berkeley designates the following types of information as directory information:

- Student's name
- Address (local, permanent, billing, e-mail)
- Telephone number (local, permanent)
- Date and place of birth
- Major field of study
- Dates of attendance
- Class level (e.g., freshman, sophomore)
- Enrollment status (e.g., undergraduate or graduate, full time or part time)
- Number of course units in which enrolled
- Degrees and honors received
- Most recent previous educational institution attended
- Participation in officially recognized activities, including intercollegiate athletics
- Name, weight, and height of participants on intercollegiate athletic teams

E-Mail: Messages, usually text, sent from one person to another via computer.

Spam: Unsolicited bulk e-mail, usually advertising, sent to large numbers of people.

Student: An individual for whom UC Berkeley maintains student records and who: (a) is enrolled in or registered with a UC Berkeley academic program; (b) has completed the immediately preceding term, is not presently enrolled, and is eligible for re-enrollment; or (c) is on an approved educational leave or other approved leave status, or is on filing-fee status.

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Related Documents

UC Berkeley Electronic Mail Policy, <http://ist-socrates.berkeley.edu:7015/email/>

Policy Governing Disclosure of Information from Student Records, (*will insert URL when policy becomes official*)