

UWG International Student: Email Policy & Use Agreement



Your UWG email is:

- The primary way all UWG staff and faculty communicate with you. If you email us from your personal email, we will reply to your UWG email.
- Where you receive the monthly ISAP e-newsletter, important reminders, immigration updates, and announcements about campus closings, jobs and more.
- Is your responsibility to read, scan or delete emails daily, Monday - Friday.
- Essential to protecting your status. If we're trying to reach you and you don't reply, your status is at risk. Failure to reply could lead to termination of your status.

Please be aware:

- ISAP emails always begin with ISAP in the subject line.
- ISAP emails that requests your response or action, require an immediate response, within 24 hours at the latest.
- ISAP needs your info too! When you email a staff member, always include your:
 - Name and 917 number in the email
 - Question or issue
 - Clearly stated topic in the subject line
- It is not necessary or helpful to email different people at different times with the same question. You should receive a reply within 24 hours. Some answers may take 3-4 business days. For faster service, visit our website, our office, or give us a call.
- UWG staff and faculty adhere to The *Family Education Rights and Privacy Act of 1974(FERPA)*, which protects the records of all UWG students. We cannot share or discuss your personal information with anyone but you, without a signed FERPA Waiver, available in MyUWG.

I have read and understood the above information regarding MyUWG email and my responsibilities.

Print Name: _____ 917#: _____

Signature: _____ Date: _____