



TENNESSEE WESLEYAN COLLEGE

my.twcnet.edu Student Email Account Policy

Student

1. Only matriculated students who are continuously enrolled or who graduate will have an active my.twcnet.edu account. Accounts will be assigned for new students each term within the first ten (10) days of class.
2. Once a student does not return for two consecutive semesters, the my.twcnet.edu email account will be disabled for 1 year. Readmits who are only separated from the College for one semester and do not attend elsewhere during that separation will regain access to the original email account. Readmits who are separated from the College for more than one semester or who attend elsewhere during the separation will be assigned a new email account.
3. Students who graduate can hold the my.twcnet.edu email account for life. Any graduate who wishes to have the my.twcnet.edu email account disabled (opt-out of the email account) may do so by emailing the Campus Information Technology Department at twcmis@twcnet.edu from the my.twcnet.edu account that will be disabled.
4. All official Tennessee Wesleyan College correspondence will be sent to the students' my.twcnet.edu email account.

College

1. Mass emails to the entire student body will only be sent from the Student Life Office except in the case of an emergency in which the following individuals may send a mass notice:
 - a. Vice President for Student Life
 - b. Vice President for Academic Affairs
2. The College will not sell or give any external group access to the student email addresses for any reason.
3. The Campus Information Technology, Student Life, nor the Office of Institutional Effectiveness and Research are not responsible for the creation or specific distribution lists for other departments or individuals at TWC.
4. All official Tennessee Wesleyan College correspondence will be sent to the students' my.twcnet.edu email account.
5. The my.twcnet.edu student email addresses will be stored in the AS400 system with an address code of TWCE and will be entered each term for new students by the Registrar's Office, Student Life, and work study students assigned to either of these departments.