



January 21, 2004

TO: University Community

FROM: Eduardo M. Ochoa
Provost and Vice President for Academic Affairs

RE: E-Mail Communication Initiative

After careful analysis of alternatives, and at the recommendation of the Academic Affairs Council, Sonoma State University has decided to provide email accounts to all students and former students whose last attendance was no more than two semesters ago. Sonoma State University will employ these email accounts for official University communications to students effective immediately. Students will be responsible for reading messages regularly and managing these *sonoma.edu* accounts.

Our first use of student e-mail to communicate important information will take place in late January. Throughout the spring semester, we will be migrating important communications such as financial aid information, registration announcements, and student financial accounts to student e-mail.

Students will use the same userid and password for student email as they use for registration and access to other student self-service functions in the student record system. (This ID will henceforth be known as the Seawolf UserID, and can be used for registration, email, WebCT accounts, and future technology services).

IT recommends that students visit www.sonoma.edu/IT/newemail to learn about the new service and to find technical assistance if needed. Further technical assistance will be available from the IT Help Desk (664-HELP, helpdesk@sonoma.edu, or in person in the IT lobby of the Schulz Information Center.

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