# Communication Policy

**Document Number:** STNV-0003 **Date Published(sys):** 7/8/2021

## General Description

**Policy Summary:**

The policy explains primary methods of communication at Trinity.

**Scope:**

The policy applies to faculty, staff, administration, and students.

**Exceptions:**

None.

## Policy Content

### E-mail

Trinity University supplies every student and employee with an e-mail address. Students, faculty, and all employees of the University are expected to monitor their e-mail on a regular basis. E-mail is an official means of communication and will be utilized to conduct business and to supply information to students, staff, and faculty.

### U.S. Mail and Other Correspondence

Trinity University regularly mails official information to students. All students residing on campus are assigned a campus mailbox. The campus mailbox is considered the local address of record for all on-campus students. All students who live off campus are required to keep the University informed of their current local mailing address. This is done by notifying the Registrar, in writing, of the current local address and any changes to that address. Changes to the home (permanent) mailing address must also be reported to the Office of the Registrar. The Mail Services Center (MSC) must also be notified of any change of a student's address. The MSC office provides address forms for students. Students are responsible for information mailed to them at their campus boxes, local addresses, and home addresses.

# *Revision Management*

## Revision History Log:

| Revision #: | Date: | Recorded By: |
|---|---|---|
| v1.0 | 7/19/2019 1:33 PM | Katharine Martin |

## Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

| Name: | Title: |
|---|---|
| Sheryl Tynes | Vice President for Student Life |