RHODE ISLAND COLLEGE STUDENT ACTIVITIES

Organization Email Request

for Student Organizations with Institutional Recognition

Organization_____

Student Representing Student Organization_____

Circle one: President Vice-President Treasurer Secretary

Home Telephone_____

Personal Email_____

An Organizational Email will be issued for the current academic year and will need to be renewed each year through the Institutional Recognition process. It is intended for Student Organizational business and not for personal use.

The student organization and person issued the email need be aware of and adhere to the Rhode Island College policy on Responsible Computing. For more information, visit: http://www.ric.edu/uss/policy.htm#Policy.

Please indicate in the above area the email address prefix that you would like (up to 12 characters), using preferred upper and lower case letters, with no spaces in between. When issued, your preferred prefix will be issued with the suffix, so.ric.edu, indicating that it is a student organization account.

Example: EcologyClub@so.ric.edu

All questions regarding use and changes in the Email system should be directed to Dennis Sousa, Campus Card Manager.

Please forward completed and submit to
Dennis Sousa, Campus Card, Student Union #204.

@so.ric.edu

A return phone call and/or email (to your personal email listed above) will be made to the contact listed above and an appointment will be made for assignment/instruction.

10/6/2008