S-8: COMPUTER AND EMAIL ACCOUNTS

POLICY: Students are expected to have basic computer skills when entering the nursing program and to use Rebelmail accounts for electronic communication with the University and the School.

RATIONALE: Students use WebCampus throughout their nursing courses. Students must be able to complete activities such as: emailing, posting on a discussion board, and using the internet. Formal papers are word-processed following APA format. The University and the School require a standardized email system to communicate with students.

PROCEDURE:

I. Computer Accounts
   A. To use the College Lab Computers it will be necessary for students to set up a computer account. The account is free and may be obtained by contacting the lab monitor in any of the computer labs on campus for an account. To qualify for an account the student:
      1. must be currently enrolled at UNLV
      2. must have a picture ID present during account activation
      3. must have a full social security number, or 999 number for international students.
   B. The lab monitor will assign the student a username, which consists of the first four letters of your last name, followed by the last four numbers of your social security number. The username cannot be changed. The student creates a personal password the first time the student logs onto the network.

II. Rebelmail
   A. All UNLV students receive a Rebelmail account after they’ve been admitted to the University. The Rebelmail account is one of the primary ways students will receive official university communication. If students do not use this account, they miss out on important information about deadlines, major campus events, and announcements. The School of Nursing will use the students’ Rebelmail accounts to email important information about the program. Faculty may need to contact students and will use this as a major means of communication. The student will be held accountable for information disseminated through Rebelmail.
   B. Students can have their Rebelmail forwarded to their “preferred” email account; that way, they stay in the UNLV campus-wide loop and don’t have to check more than one account. Instructions are simple to have our Rebelmail forwarded to a preferred email address.

III. Email Addresses
   A. Students will be asked to provide Rebel email addresses. The Rebel email addresses will be utilized to advise students of policy changes, scholarship opportunities, announcement of School related events, etc. The student will be held accountable for information disseminated through Rebelmail.
Approved by Student Affairs Council: 3/11/08, 11/19/12, 2/13/17, 7/16/18
Approved by Faculty Organization: 3/25/08, 11/26/12, 2/27/17, 7/30/18
Approved by Dean: 3/25/08, 11/26/12, 2/27/17, 7/30/18