

## OFFICIAL METHOD OF COMMUNICATION

To communicate in a more expedient manner, UCF uses e-mail as the official means of notifying students of important university business and information concerning registration, deadlines, financial assistance, scholarships, tuition and fees, and many other critical items for satisfactory completion of the program. The university sends all business-related and academic messages to a student's Knights e-mail address to ensure that there is one repository for that information.

Every student must register for, and maintain, a Knights e-mail account at <http://www.knightsemail.ucf.edu> and check it regularly to avoid missing important and critical information from the university. It is critical that students maintain and regularly check their Knights e-mail account for official announcements and notifications. Communications sent to the Knights e-mail address on record will be deemed adequate notice for all university communications. The university does not accept responsibility if official communication is rejected or fails to reach a student who has not registered for, or maintained and checked on a regular basis, their Knights e-mail account. It is not advisable to forward the Knights e-mail account automatically to another email account, as this may lead to delays in receiving or delivery failure of messages.

Additionally, each student must have an up-to-date emergency e-mail address and cell phone number by which to be reached in case of a crisis on campus. This contact information will be used only for emergency purposes.

Students must also ensure that permanent and mailing (local) addresses and telephone numbers are current with the university at all times. Students can update their contact information online at <https://my.ucf.edu>.

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## FACULTY-STUDENT COMMUNICATION POLICY

Changes made to schedules or teaching locations that will take effect within three days of the change must be announced by an informational email sent to all affected students. Any changes made more than three days in advance may be posted in the appropriate sections of CANVAS without further notification. Changes to learning materials deemed significant by faculty will be communicated in the same way.