IMPORTANT POLICY – THIS AFFECTS YOU – READ CAREFULLY!

To All Students:

National-Louis University provides an important service to you: A National-Louis University email account!

The University is providing this service for your direct benefit:

- Email is the fastest means of communication.
- Email is environmentally friendly.
- Email is accessible from almost any point on the globe.
- An email address does not change if you move.
- A universal email system – with an address book – helps you contact your classmates.
- A universal email system – with an address book – helps faculty, program chairs, and the support offices at NLU contact you when they need to obtain information, provide you with a service, remind you of an upcoming deadline, or inform you of important events affecting you and NLU.
- An “@my.nl.edu” email address stays with you throughout your career at NLU (and, if you wish, after you graduate). Many of you change email addresses frequently – due to job changes, better offers from vendors, etc.
- The Financial Aid Office can rely on email as the official signature required for certain federal financial aid transactions.
- Email is an essential communications vehicle for many of the online service functions we plan on providing to you in the upcoming months.

All of these benefits provide a strong incentive for you to utilize your new “@my.nl.edu” email account. NLU believes in the value of this means of communication strongly enough that we are making it an official communications channel between you and NLU.

We recognize certain concerns that some students may have. First, any student who is disabled and unable to utilize email will be accommodated, as mandated under ADA laws. If you are in this category, please contact NLU’s ADA officer[1]. Second, many of you already have email accounts and may not wish to use another account. To help you with this issue, we have set up a mechanism to allow you to forward your @my.nl.edu email to an account of your choice. We caution you about this, as it is still be your responsibility to manage your @my.nl.edu mail and our Helpdesk is unable to assist you with email systems other than your @my.nl.edu account.

Email is the default system for NLU-student communication. Our resources go into making this system work effectively. For those who cannot or will not communicate via email, the University offers a paper alternative. However, since paper mail is the exception rather than the rule, it requires extra handling and adds to NLU costs. We will add a $100/term fee to your student account if you “opt out” of email communications[2]. Students electing this option will receive all mailings about university policy changes, important deadline information (registration dates, academic calendar information, graduation related information,
certification and testing deadlines, etc.). We will not mail announcements of general interest such as major on campus speakers or cultural events. To register for paper mailing, pick up an "Email Opt Out" form at the Registrar’s Office[3] or student service desk at any NLU location or print the "Email Opt Out" form from http://www.nl.edu/registrar/forms.cfm.

Sincerely,


Kathryn J. Tooredman, Ph.D.  
Provost and Senior Vice President, Academic Affairs

Kathleen E. Simons, Ph.D.  
Dean of Students

[1] Margaret Wong, mwong@nl.edu, (312) 261-3367

[2] Federal rules exclude this fee from federal financial aid coverage. ADA-certified disabled individuals will not be charged a fee.

[3] For more information, you may contact the Registrar at (847) 947-5718