

Student Network & Email Account Activation Policy

Students actively enrolled at the College of Southern Idaho receive a network logon account and an email account. This document describes how these accounts are affected by a student's enrollment status.

For all registered students:

- Network and email access is enabled as long as they are enrolled in a credit class during the current semester, or upcoming semester, and fees are up to date. **NOTE: Enrolling in a non-credit class such as continuing education or GED will NOT enable network or email access.**

For students who have successfully completed a semester within the academic calendar year and are NOT currently enrolled in a credit class:

- Network and email stays enabled for 120 days past the end of the class completion (120 days typically will span the time between Spring and Fall semesters). After the 120 days, the account will become an email only account for a year past last semester completion.

For students who register but withdraw from school prior to completing a term in the current academic calendar year:

- email works for them within 45 days of date of withdraw. Network access is disabled upon withdraw.
- Both email and network access are disabled after the 45 days.

Examples:

1. Joe completes the Fall Semester. He does not register for Spring. Because Fall & Spring are within the same academic calendar year, Joe is granted 120 days of network and email access from the end of the semester. After the 120 days, assuming he does not register again, Joe's network account will become disabled, and only his email will be enabled. Joe's email is good for a year from when he completed his semester.
2. Ralph registers for classes in the Fall Semester. He withdraws from school after 60 days. His network account is immediately disabled, but his email account stays active for 45 days from the withdraw date.
3. Becky completes Spring Semester. She waits to register for Fall Semester until the first day of classes in August. Her network and email account both stay active throughout the summer because of the 120 day grace period.
4. Phyllis completes Spring Semester and does NOT return for the Fall Semester. Her network account stays active for 120 days. After the 120 days, her account becomes an email only account, expiring one year from when she completed her last semester at CSI.
5. Bud registers for classes in the Spring Semester. He fails to pay his fees on time. His network account is suspended because of his non-payment, and his classes are dropped. His email account continues to be active for 45 days thereafter.