



Student ID _____ (for campus use only)
---

## E-mail Policy Form

The Dakota College at Bottineau campus community is increasingly dependent upon electronic communication among faculty, staff and students. Because of its convenience, cost-effectiveness and speed, e-mail has replaced much of the paper correspondence of the past. Because of this acceptance of and reliance upon electronic communication, e-mail is considered an official form of communication at Dakota College at Bottineau.

Important e-mails will be e-mailed to dual credit students. Tuition invoices will be e-mailed to students and parents/guardians. It is recommended that students check their e-mail at least once per week for important e-mails that may be sent from the campus.

<b>E-mail Contact Information (Please print legibly.)</b>	
Student's Personal Email	
Parent/Guardian's Name and Personal Email	
<b>Authorization</b>	
By signing below, I'm authorizing that the e-mail addresses listed above will be utilized for communication between myself and DCB.	
Student Signature:	Date:
Parent Signature:	Date:

**All Signatures Required**

Submit Completed Form by E-mail, Fax, or Mail:

E-mail: [stacy.allard@dakotacollege.edu](mailto:stacy.allard@dakotacollege.edu)

Fax: 701-228-5614

Mail:

Dakota College at Bottineau

ATTN: Stacy Allard

105 Simrall Blvd

Bottineau, ND 58318