

## **Electronic Notification Policy**

The main method the Financial Assistance Office utilizes to communicate all facets of the student's financial assistance information is through campus e-mail and the student portal (self-service).

Students may access their financial assistance information through the self-service portal at the following link:

<https://selfservice.cornellcollege.edu/Home.aspx>

If you do not want your financial assistance information sent to you electronically, please respond to the following e-mail to request the information be distributed to you in paper format. [Financial\\_assistance@cornellcollege.edu](mailto:Financial_assistance@cornellcollege.edu)

This is a reminder that information distributed electronically on campus has the same status as information distributed on paper. This includes announcements, course business, requests for information, distribution of minutes, arrangements for meetings, and other communications. All faculty, staff, and students should read and respond to their e-mail regularly, as least once each day when on campus. You should also be prepared to use a Web browser to access official college information posted on the Cornell web site.

## **Safeguarding confidential information in electronic processes**

Policies regarding electronic security on campus can be found on the Information Technology website:

<http://www.cornellcollege.edu/information-technology/policies/index.shtml>