

Computing and Information Services – Fred Miller, Chief Information Officer

Title: Graduate and Evening Studies Account Policy

Applicable: Furman University (Graduate and Evening Studies Students)

Contacts: Computer Help Desk ext. 3277

Background: As the Graduate and Evening Studies programs increase their use of Furman computer labs and authenticated network applications, it has become necessary to state which types of Furman accounts are available for those students.

Policy: Furman University Graduate and Evening Studies students will be issued accounts on the Furman network.

1. Furman University Graduate and Evening Studies students will be issued accounts on the Furman network.
2. Network accounts will give these students access to Furman University lab computers and authenticated network applications, such as Moodle and Library reference databases.
3. Graduate and Evening Studies students are not issued a Furman email account. If a Graduate or Evening Studies student is enrolled in an undergraduate day class that requires the use of a Furman issued email account, an account will be issued if the professor makes a request on behalf of the student.
4. Enrolled Graduate and Evening Studies network accounts will be generated four business days before the start of the term.
5. If the student is not enrolled five days before the start of the term, the department must place a request with the Help Desk to create an account as soon as the student is enrolled. Account requests may take up to 48 hours to process.
6. All account information may be obtained at the Help Desk no earlier than three business days before the start of the term.
7. Student accounts will be deleted at the end of the term unless the student is enrolled in the following term by the end of the add/drop period.
8. As with any personal account, users must not share their username or password with anyone. All users are responsible for all material originating from an account. Any vulgar, inappropriate or harassing material originating from an account could result in the termination of the account, disciplinary action and/or possible criminal charges. For more information on the University's harassment policy please refer to University policy 094.1 Harassment.
9. The Chief Information Officer must approve all special requests.