

## Communication

Communication with students is essential for success at Minnesota State University, Mankato. To facilitate effective communication, students must provide current name, local and permanent addresses, phone numbers, and email addresses. When there are changes, please provide a completed “Student Information Change Form” to the Undergraduate Program Administrative Assistant at the time the change occurs. (See Appendix F.)

The School of Nursing uses a variety of ways to facilitate communication between faculty and students. **The Minnesota State University, Mankato assigned email address will be used as the primary method of communication.** Therefore, it is essential that nursing students access their MSU email. Failure to do so may result in missing important information. Forwarding your University e-mail to another account may also lead to losing important information. Therefore, students should not forward mail from their MSU account. If the student chooses to forward e-mail sent to their University e-mail accounts, they are still responsible for all information, including all attachments. Students can access and use the MSU email account from off-campus sites throughout the year through MavMail at <http://mavmail.mnsu.edu/>. This access requires knowledge of the user name and password. Students are also encouraged to frequently check the School of Nursing bulletin boards located in the Wissink Hall third floor hallway for information.

Due to data privacy issues, information for specific students is not posted according to social security number or name. Students are assigned a five digit random number referred to as the School of Nursing (SON) ID#. The student keeps the same ID# throughout the tenure in the nursing curriculum.