

# **Alumni Access to St. Norbert College Computing Resources**

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St. Norbert College offers alumni accounts to all alumni at no charge. These accounts are available at any time to any St. Norbert College alumni, and may be used indefinitely, as long as they are kept active.

The computing resources available with alumni accounts include:

- An account on the campus computer network, with 5MB of disk space for file storage (M drive).
- Access to the campus computer labs any time computers are not in use by a current student, staff, or faculty member. Alumni are expected to relinquish their computer if the lab is full.
- A St. Norbert College e-mail account, which you can forward to another address if you choose.

All alumni must adhere to the St. Norbert College ***Computing and Networking Appropriate Use Policy***, available on the handouts page at <http://www.snc.edu/go/aup>. Any violation of the policy will result in immediate termination of the computer account.

## **After you graduate**

After you graduate from St. Norbert College, your student account will remain active until after the official graduation date in the College's computer systems (this date varies from year to year). Until that date, you may still use the campus computer labs, log in to the network, and use your e-mail as a student.

After the official graduation date, your student account will automatically be converted to an alumni account, and the files on your M drive will be retained (they will not be deleted). However, because alumni accounts have less network storage space than student accounts, if you wish to continue using your M drive, you will need to reduce the amount of space you use on your M drive to less than 5MB.

## **Warning: Unused accounts are deleted**

Alumni accounts that are **not used for 180 days** will be **deleted**, unless the e-mail address is being forwarded. This means that if you do not log in to your e-mail or the campus network for 180 days, and do not have your SNC e-mail forwarded, your account and all of your files will be permanently removed.

## **Applying for an alumni account**

If you are a graduating senior, you do not need to apply for an alumni account. Your student account will become an alumni account automatically. If you've already graduated and have let your account lapse (i.e., if you no longer have an active SNC account), you will need to complete the ***Alumni Account Application Form***, available at <http://www.snc.edu/techsupport/forms/alumapp.html>.

## **Forwarding your e-mail**

If you choose, you may forward all e-mail messages sent to your SNC e-mail address to another e-mail address. This allows your correspondents to continue to send e-mail to your SNC address, and assures that those messages will reach you, even though you are using a different address. To forward your e-mail, go to the ***Computer Account Management*** page at <http://www.snc.edu/pw>.

If you are still a student and are currently forwarding your SNC e-mail to another address, we will keep your e-mail forwarding in place when your student account is converted to an alumni account.

## **Printing**

Due to the College's print accounting system, the only place on campus where alumni can print is in the Library. Please inquire at the Circulation desk for details. Alumni pay for printouts at the Circulation desk in cash at the rate of \$.04 per page (the same as the student rate).

## **Assistance and questions**

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or [helpdesk@snc.edu](mailto:helpdesk@snc.edu).