



**Title:** University Communication Policy  
**Effective Date:** July 1, 2023  
**Issuing Authority:** Provost  
**Policy Contact:** Vice Provost  
[provost@mercer.edu](mailto:provost@mercer.edu), 478-301-2110

### **Purpose**

Mercer University utilizes an email system to communicate with students.

### **Scope**

This policy applies to all students at Mercer University.

### **Exclusions**

None

### **Policy Statement**

All students are assigned a Mercer email address. Mercer University will use this address for any official email correspondence to students. In the event of an emergency, Mercer will utilize multiple methods, including emergency text messaging, to notify students. Students are expected to maintain and update their cell phone numbers in the MyMercer student portal.