

EMAIL

College Fellows, members of the administrative staff and University Faculties contact individual students in two main ways: via personal pigeon-holes at the Lodge, and via email.

A great deal of correspondence is done via email and it is therefore obligatory that all students use email and that they maintain their accounts (i.e. ensure their mailbox does not become too full to accept further messages), and to read their messages regularly.

An email address (firstname.lastname@sjc.ox.ac.uk) will be automatically set up for every student when they receive their St John's College issued University card and it is a requirement of the College that students know how to use it and check their messages regularly, preferably on a daily basis. Those not used to email should seek help without delay either from other students or from the College IT.

It is not permitted to use any other email address for academic business unless you instigate, immediately upon your arrival, a forward from your @sjc.ox.ac.uk email address to the one you wish to use. Apart from illness, or other unavoidable cause, no excuse is accepted for failure to respond promptly to emails from College Officers or from College staff acting on behalf of College Officers.

Students can find contact numbers and email addresses for Fellows and administrative staff on the College and University websites (www.sjc.ox.ac.uk and www.ox.ac.uk), or can ask the Porters, look in the University Telephone Book, or put a message in the appropriate pigeon hole at the Lodge.