

## STILLMAN COLLEGE

Policy Name: PRIVACY PROTECTION FOR ONLINE STUDENTS		Approved by President
College Division: Institutional Effectiveness	Date Established: 5/22/18	
Date Revised:	Date Removed:	

### **Policy Statement:**

Stillman College defines an Online Student as a student who is receiving all or part of their instruction in a location that is not the same as the location of the instructor. Student identification is initially established as the student is admitted to Stillman via required official transcripts and state-issued photo-identification cards. Once admitted, the student is assigned a unique seven-digit student identification number (SID). The student's first and last name are incorporated into a username (e.g. Jane.Doe), which provides access to Canvas and Stillman Email systems. The initial password for these systems consists of the student initials and the entry term and year (e.g. JDSummer2018). As students log into either the Email or Canvas site, they are prompted to reset their password to further protect their login credentials.