

Learner Email and Campus Web Access

For a learner to be given and retain an **email address** (initial creation sets their account to Web Mail) and Student access to **Campus Web**, the following criteria must be met:

1. Learner's current division is U, M, M2, M3, G, G2, G3 or C.
2. Learner's current status is one of the following:

AD	ACTIVE DUTY (VA LEARNER)
EI	EXTENSION IN SCHOOL
G	GRADUATED
GF	GRADUATED/FINANCIAL HOLD
GI	GRAD IN PROCESS (GRAD)
GN	GRADUATED NORWICH UNIV
GP	Not currently used
GV	GRADUATED/VERMONT ALUMNI
IP	GRAD IN PROCESS (UNDER)
NR	NOT REGISTERED
PI	PRODUCT IN (MA/CAGS/VC)
PR	PRE-REGISTERED
RA	REGISTERED ACTIVE
RI	REGISTERED INTERIM
RN	REGISTERED (NON-DEGREE)
RR	REG FORM RECEIVED (also requires that they are at the Registered for Colloquium stage in the admission/registration process)
TY	TEN-YEARS IN PROGRAM

3. Learner's Admitting Program is not LL - Lifelong Learner

For a learner to be given *ALUMNI access to **Campus Web** the following criteria must be met:

1. Learner's current division is U, M, M2, M3, G, G2, G3 or C.
2. Learner's current status is one of the following:

G	GRADUATED
GN	GRADUATED NORWICH UNIV.
GV	GRADUATED/VERMONT ALUMNI

3. Remove *STUDENT role if one exists when learner is given *ALUMNI status

A learner's email address access is set to Inactive if they have an email address and any one of the above criteria is not met.

A learner's Campus Web role of student or alumni is removed if they do not meet any of the above criteria.