

Student Email and Phone Policy

Email – personal and school assigned

Personal Email

As prospective students go thru the process of enrolling at Ohio Business College, with their permission, their personal email is to be used as verified through the FASFA process.

Once a student is enrolled, Financial Aid may continue to use a student's verified personal email to deliver items such as updated Award Letter, Title IV Authorizations form, In-School payment arrangement, Refund Policy, Reference Form, Tuition Options Payment Arrangement, Verification documents, etc.

School Assigned Emails

Faculty should only use a student's school issued email to give out grades. To communicate with students, faculty should use the students issued email or through Canvas, the learning management system.

Cell Phone

Student's Cell Phone

Faculty should not use student's cell phone to text grades or give grades over the phone. Grades should be issued to student via their school issued email or through the school's learning management system (LMS).