

# Official Communications with the University

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Students are expected to attend to business matters with the University during regular working hours, Monday through Friday. A student who is unable to conduct business personally should contact the appropriate office by mail or telephone. For purposes of proper identification and clarity, written communications should include the student's name, public user name (UT EID), and local address (if applicable).

Electronic mail, like postal mail, is a mechanism for official University communication to students. Policies on the use of e-mail for official communication are given in [Appendix M](#).