

This is a guide to help you get an idea of when you gain access and lose access to various accounts and services at SU.

WHEN DO I GAIN ACCESS TO...?

MYCLASSES

Student:	Generally one week before the start of classes, if you have a class that uses MyClasses. If you aren't taking any classes that use or have been setup in MyClasses, you won't have or need access.
Faculty:	You will need to request a class be created in MyClasses. Then, after the request is received, the class will be created. This can be done any time throughout the semester, and must be done each semester for each class you want to use MyClasses for.
Staff:	Staff do not use MyClasses and do not have access.

EMAIL

Student:	Once you are term matriculated, for degree seeking students. This is generally immediately before Freshman and Transfer Preview, and students will receive their email information at Preview. This occurs in June for the Fall semester, and in January for the Spring semester. Students who don't attend preview or who register after receive the information via regular mail after Preview. Non-degree students who register for classes in Summer/Winter are created within immediately (within 24-48 hours of admission).
Faculty:	Email is created when contract is entered by HR . Information is delivered to the department through inter-departmental mail.
Staff:	Email is created when contract is entered by HR . Information is delivered to the department through inter-departmental mail.

CLASS LISTS

Student:	Class Lists are automatically generated from GullNet class rosters and appear in the Address Book one to two weeks prior to the start of the semester.
Faculty:	Class Lists are automatically generated from GullNet class rosters and appear in the Address Book one to two weeks prior to the start of the semester.

GULLNET

Student:	This is created during the admissions process***.
Faculty:	Created when contract is entered by HR . Information is delivered to the department through inter-departmental mail.
Staff:	Created when contract is entered by HR . Information is delivered to the department through inter-departmental mail.

WHEN DO I LOSE ACCESS TO...?

MYCLASSES

Student:	Two weeks after your last class ends.
Faculty:	Courses stay on MyClasses for one year after the end of the semester.

EMAIL

Student:	12 months after their last semester at SU.
Faculty:	Faculty have a 9 month grace period after the end of their contract before their AD account expires.** Retired faculty may potentially keep their email forever as long as they renew their request to keep it every three years.****
Staff:	Staff lose access to their email upon separation from the university. Retired staff may potentially keep their email forever as long as they renew their request to keep it every three years. ****

CLASS LISTS

Student:	Class lists are from the previous semester are moved from the Address Book after the start of the current semester.
Faculty:	Class lists are from the previous semester are moved from the Address Book after the start of the current semester. However, faculty can still send email to previous classes through GullNet by selecting the semester and class and using the Notification feature within the Class Roster.

GULLNET

Student:	12 months after their last semester at SU*.
Faculty:	Faculty GullNet logins are disabled upon contract completion.
Staff:	Staff lose access to GullNet upon separation from the university.

NETWORK

Student:	12 months after their last semester at SU*.
Faculty:	Faculty have a 9 month grace period after the end of their contract before their AD account expires. **
Staff:	Staff lose access upon separation from the university.

** Student Email and GullNet account access remains active for a grace period of 12 months following their last active semester, and are then subsequently deleted.*

*** Faculty AD accounts are deleted 6 months after being disabled. (15 months after contract expires.)*

**** Student applicant GullNet accounts are deleted after 12 months unless they are admitted and matriculated students.*

*****Retired faculty and staff initially retain their email for three years. After the initial three years retirees will receive an email in the Spring asking if they wish to renew their email. If they do, the process repeats every three years.*