Email and the Randolph Portal are the primary ways Randolph College and departments communicate important information to students. This includes managing your financial aid, student financial information such as your 1098-T statement, and course registration.   Some of these electronic transactions and agreements may involve financial obligations.  You must provide your electronic consent to allow the College to communicate with you electronically. **You granted your permission as part of** [**activating** **your Randolph College Portal account**](https://www.randolphcollege.edu/newfirstyears/required-actions/#portal)**.**

Categories of records to be provided electronically may include, but are not limited to:

* **Registration Documents:**FERPA Release Requests, Graduation Applications, ordering Official Transcripts, release of information to third parties, course registration, exam schedule, Enrollment Verification Form.
* **Admission Documents:**Applications for Admission, Admissions Offer Acceptance.
* **Financial Aid Documents:**Accepting/Declining Financial Aid Awards, Authorizations to Hold, Release, or Return Funds including Title IV funds, eSign federal student aid Promissory Notes and Disclosures, eSign Virginia Tuition State Assistance Grant application forms, eSign Randolph College PLITT loan Promissory Notes and Disclosures, and Student Verification Request Forms.
* **Student Accounts/Business Office Documents:**Student account payment plans, viewing Student Account Balances, View and Pay Tuition Bill, waive Health Insurance, authorization to use federal Title IV financial aid funds for non-allowable charges, refund requests (if applicable), and 1098-T statement.
* **Miscellaneous Documents:**Receipt of consumer information about the College, any disclosure, consent, waiver, release, notice or payment reminder that would normally be delivered in writing that may be required by law or regulation.

In order to conduct business electronically with Randolph College, you must use a computer with a supported operating system and internet browser, sufficient electronic storage capacity on the computer's hard drive or other data storage unit, a printer that is capable of printing from the browser, and email software. Follow this link for more details: [Hardware and Software Requirements](https://sites.google.com/randolphcollege.edu/rcinformationportal/).

If you choose to opt out of electronic communication and transactions, you will not have access to the Self-Serve student portal. In doing so, you will not be able to conduct business electronically with Randolph College. This includes not being able to access accounts and information online and email communications.

To obtain more information about conducting business with individual campus offices offline, you can contact the Office of Financial Aid.  *Note that manual, non-electronic alternatives will result in longer and delayed processing times and not all services may be available through non-electronic means.*