



# UNIVERSITY OF VALLEY FORGE

## MEMORANDUM

**To: New Students**  
**From: Office of Student Life**  
**Date: January 2026**  
**Re: University Communications**

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Good communication is important to your success at UVF!

Social media (texts, posts, etc.) is a fantastic way to communicate, but at the University level, you want to be sure your communication is effective and that you get the communication you need from faculty, staff, and students.

**To make sure we have good communication, UVF uses three forms of official communication:**

### **EMAIL**

Email is the primary means through which the University will communicate with you for two main reasons: (1) access to the UVF email system is provided and maintained for all UVF community members and (2) is easily tracked and stored for maintaining records.

Email hints:

- Set a timer in your phone or on your computer to check your UVF email every day. Once in the morning and once in the evening works well.
- You will receive emails from the University regularly—at least one or two times each week. If you notice you are not receiving campus-wide emails, or suspect any problem with your email, visit the Help Desk right away.
- Because you will have easy access to the Help Desk, not receiving/opening/reading an email is not an excuse for missing an assignment, missing an appointment, etc. Opening your email daily and visiting the Help Desk right away when there are problems will help you stay on top of what you need to know. Good communication is a key to your success!

### **WRITTEN (Hard Copy)**

Good old fashion written correspondence will be used when required by law or when the information is better suited to hard copy. When possible, the information will be distributed to your campus mailbox. Be sure to check your mailbox on a regular basis!

### **TELEPHONE**

University personnel may try to reach you by the mobile number in your records.

Note: All UVF community members are expected to respond within 48 hours to official University communication. You can expect this of us, and we'll thank you for doing the same.

Thank you for your attention to this information about effective University communication. If you have any questions regarding this communication please contact Rev. Jennifer Gale, Vice President of Student Life. May God richly bless you this year.