

Consent to Do Business Electronically

EMAIL AND WEB ANNOUNCEMENT INFORMATION

As required by Federal law, New River Community and Technical College must inform students that it conducts business electronically and allow students to choose to conduct business through other means. Therefore, as a current or former student, the first time you log in to the New River portal after **August 1, 2021**, you will be given the choice to agree to conduct business electronically with the College by accepting the **Consent to Do Business Electronically** statement. You are not required to give your consent.

Access to online resources, including accepting financial aid, enrolling in classes, paying tuition, and more, are not available unless you do consent to do business electronically.

You must confirm annually that you consent to do business with the College electronically. Therefore, once a year, when you log in to the New River portal, the system will ask you to reaffirm consent or to indicate if you do not wish to conduct business electronically. This is your choice.

If you choose not to agree to do business with the College electronically, you cannot access the New River portal to obtain your academic and financial information. However, you can conduct business by visiting or contacting the appropriate College office during normal business hours (for example, you will go to the Registrar's Office to register for classes, or to the Student Aid Office to sign for your Financial Aid in person or through paper communications).

Please note, choosing not to do business with the College electronically will not impact the College's official mode of communication with you, which remains through the College provided email account that uses your New River email address. Official college communications will continue to be routed to your New River email address, and you will be responsible for all academic and administrative information provided to you in this format.

PORTAL “ACCEPTANCE OF TERMS” INFORMATION

It is your choice to do business electronically with New River Community and Technical College (“College”) through the New River portal.

If you select the “I agree” button below, you consent to the College communicating with you in electronic form and to entering into agreements and transactions using electronic records and signatures. Your consent expires annually and will require a new acceptance for transactions after that time.

SCOPE

Agreements and transactions covered by this consent include, but are not limited to, the following:

- **Registration**: enrolling, dropping or withdrawing from courses; viewing student schedule, grades, and transcripts; ordering transcripts; applying for graduation; requesting and viewing degree audits; FERPA release requests; requesting enrollment verifications; etc.
- **Financial Aid**: receiving disclosures and notices; viewing, accepting or declining Financial Aid; reviewing communications; etc.
- **Student Account**: viewing tuition bills; receiving notification of loan disbursements; IRS Form 1098T Agreement; signing up for Direct Deposit; etc.
- **Miscellaneous**: updating contact and emergency contact information; signing Student Financial Responsibility Statement; submitting graduate research project and tasks; receiving student consumer information; delegating access to another individual; etc.

HARDWARE AND SOFTWARE REQUIREMENTS

In order to conduct business electronically with the College, you must have access to an electronic device (e.g., computer, smartphone, tablet) with a supported operating system that can connect to the Internet, an up-to-date Internet Browser, an up-to-date PDF viewer, and sufficient electronic storage capacity on the electronic device to be able to save documents for later reference (or be connected to a printer that is capable of printing from the browser).

Federal law requires certain safeguards to ensure that you are capable of receiving and retaining communications and records electronically. By clicking “I agree” below, you acknowledge that you have access to the necessary hardware and software as described above.

STUDENT RIGHTS AND RESPONSIBILITIES

- **Computer Use Policy**: As a system user, you must comply with the College Computer Use Policy ([Operating Rule #16](#)). Accordingly, you must ensure that your College account credentials and privileges are restricted to your own use and you must take reasonable precautions to prevent unauthorized use of your

account. Only the person issued the credentials may conduct business on this site. Any other use is unlawful and violates the Computer Use Policy.

- **Paper Correspondence:** Despite this consent, the College reserves the right to provide communications and engage in transactions and agreements with you in paper form at any time. By consenting, you agree that the College is not required to provide you with records in paper format. If you want a paper copy of any record sent to you electronically, you may print a copy from your electronic device or you may direct your request to the College office responsible for the communication, transaction or agreement. Paper copies may be provided by the College office at no charge.
- **Withdrawal of Consent:** You have the right to withdraw your consent to doing business with the College through the New River portal electronically at any time by contacting the Office of the University Registrar by mail at 280 University Dr, Beaver, WV 25813-8987 or e-mail at registrar@newriver.edu. If you withdraw consent, the withdrawal will take effect within three business days and will result in the removal of your access to the New River portal via any electronic device. Agreements and transactions executed after your consent and prior to the effective date of the withdrawal of consent will remain valid and enforceable. If you choose to withdraw your consent, you will be responsible for contacting the appropriate offices to conduct College business.

If you do not agree to these terms, you should not select the “I Agree” button. Instead, you should exit the New River portal. Without providing consent, you will not be able to use the New River portal to do business electronically with the College. Should you change your mind at any time, you simply need to log back into the portal to be presented with the option to grant consent.

Please note, declining to provide consent will not impact the College’s official mode of communication with you, which remains through the College provided e-mail account. College communications will continue to be routed to your e-mail address, and you will be responsible for all academic and administrative timelines provided to you in this format.

BY CLICKING THE “I AGREE” BUTTON BELOW, I ACKNOWLEDGE THAT I HAVE READ THE INFORMATION ABOUT CONDUCTING BUSINESS WITH THE COLLEGE USING ELECTRONIC METHODS AND HAVE EITHER CONSULTED WITH OR HAD SUFFICIENT OPPORTUNITY TO CONSULT WITH ADVISORS OF MY CHOICE ON THE MEANING AND IMPLICATIONS OF THIS CONSENT DOCUMENT. I AGREE TO USING ELECTRONIC METHODS FOR ALL THE PURPOSES LISTED ABOVE AND HAVING ALL RECORDS PROVIDED OR MADE AVAILABLE TO ME IN ELECTRONIC FORM.

I AGREE

COMPLIANCE REQUIREMENTS AND ISSUES TO ADDRESS FOR IMPLEMENTATION

1. Can the portal enable us to satisfy this requirement?
2. Are we able to make this an annual task?
3. When a User does not grant consent, what actions must we take to accommodate them?
 - Disable AD account or portal access?
 - Update to Banner data profile?
 - Documenting this affirmative agreement for reporting purposes?
 - Flag or identify for paper delivery of information somewhere so all offices can comply?
4. We currently use **Announcements** on the portal to block further progress until a button is clicked (*Continue to Your Requested Website*). This option will be used to present the CTDBE statement with a button to consent.
5. What reporting options do we have to identify those who grant or don't grant consent?

UETA and ESIGN Act

Both the United States Electronic Signatures in Global and National Commerce (ESIGN) Act, and the Uniform Electronic Transactions Act (UETA), have four major requirements for an electronic signature to be recognized as valid under U.S. law. Those requirements are:

- **Intent to sign** – Electronic signatures, like traditional wet ink signatures, are valid only if each party intended to sign.
- **Consent to do business electronically** – The parties to the transaction must consent to do business electronically. Establishing that a business consented can be done by analyzing the circumstances of the interaction, but consumers require special considerations. Electronic records may be used in transactions with consumers only when the consumer has:
 - Received UETA Consumer Consent Disclosures
 - Affirmatively agreed to use electronic records for the transaction
 - Has not withdrawn such consent
- **Association of signature with the record** – In order to qualify as an electronic signature under the ESIGN Act and UETA, the system used to capture the transaction must keep an associated record that reflects the process by which the signature was created, or generate a textual or graphic statement (which is added to the signed record) proving that it was executed with an electronic signature.
- **Record retention** – U.S. laws on eSignatures and electronic transactions require that electronic signature records be capable of retention and accurate reproduction for reference by all parties or persons entitled to retain the contract or record.