

Consent to Do Business Electronically

New River Community and Technical College

I. EMAIL AND WEB ANNOUNCEMENT INFORMATION

As Federal law requires, 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 new or current student, the first time you log in to the New River portal after **July 15, 2025**, you will be allowed to agree to conduct business electronically with the College by accepting the **Consent to Do Business Electronically** statement.

By giving your consent, you (1) gain access to some online resources and course materials, (2) can accept and process financial aid, (3) can conveniently register online for classes, and (4) can make online tuition payments.

Choosing **not** to agree to do business with the College electronically means you must conduct business by visiting or contacting the appropriate College office during regular 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). Remote learning requires your consent to do business electronically.

You must confirm your consent to conduct business with the College electronically on an annual basis. Therefore, when you log in to the New River portal after mid-July each year, the system will prompt you to affirm your consent to conduct business electronically. After reading a short statement, you check a box to acknowledge your consent.

Please note that 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.

II. PORTAL "ACCEPTANCE OF TERMS" INFORMATION

Although we rely on the portal to present you with the "I Agree" button, which documents your consent, the information below provides further explanation.

Through the New River portal, you can do business electronically with New River Community and Technical College ("College").

By selecting the "I agree" button below, you consent to the College communicating with you electronically and entering into agreements and transactions using electronic records and signatures. Your consent expires each summer 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** includes enrolling, dropping, or withdrawing from courses, viewing student schedules, grades, and transcripts, ordering transcripts, applying for graduation, requesting and viewing degree audits, FERPA release requests, and requesting enrollment verifications.
- **Financial Aid**: receiving disclosures and notices; viewing, accepting, or declining Financial Aid; reviewing email and text-based communications; etc.
- **Student Account**: viewing tuition bills; receiving notifications of loan disbursements; IRS Form 1098T Agreement; signing up for Direct Deposit, etc.
- **Miscellaneous**: updating contact and emergency contact information; signing the Student Financial Responsibility Statement; submitting course assignments online; receiving student consumer information; delegating access to another individual, etc.

HARDWARE AND SOFTWARE REQUIREMENTS

To conduct business electronically with the College, you must have (1) access to an electronic device (e.g., computer, smartphone, tablet) with a supported operating system that can connect to the Internet, and (2) 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 can receive and retain electronic communications and records. By clicking “I agree” below, you acknowledge you have access to the necessary hardware and software described above.

STUDENT RIGHTS AND RESPONSIBILITIES

- **Computer Use Policy**: As a system user, you must comply with the College Computer Use Policy (<https://www.newriver.edu/wp-content/uploads/2021/07/NR-6.2-Computer-Use.pdf>). 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 those who have been issued credentials can access online College resources and services. 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 exclusively 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 that correspondence. The College office may provide paper copies 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 your access to the New River portal will be removed for all electronic devices. Agreements and transactions executed after your consent and before 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.

You should not select the “I Agree” button if you disagree with these terms.

Without providing consent, you cannot use the New River portal to do business electronically with the College. Should you change your mind at any time, you must log back into the portal to be presented with the option to grant consent.

Please note that 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 USE ELECTRONIC METHODS FOR ALL THE PURPOSES LISTED ABOVE AND HAVE ALL RECORDS PROVIDED OR AVAILABLE TO ME IN ELECTRONIC FORM.

I AGREE (to be clicked in the portal when presented)

III. COMPLIANCE REQUIREMENTS AND ISSUES TO ADDRESS FOR IMPLEMENTATION

1. When a User does not grant consent, what actions must we take to accommodate them?
 - The Active Directory (AD) account should be disabled to prevent access.
 - The user's Banner profile must be updated to indicate the lack of consent.
 - The granting of consent must be documented for reporting purposes.
 - Individuals who have not granted their consent must be flagged and identified to receive only non-electronic information formats (so all offices can comply).
 - Students who have not granted their consent must be restricted from enrolling in remote learning courses.
2. The CTDBE is administered using the **Announcements** section of the portal. The announcement (see section II of this document) is presented, and further progress requires the user to click a button (*Continue to Your Requested Website*).

The UETA and ESIGN Act require the College to provide users an opportunity to provide their Consent to Do Business Electronically (see below):

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.