

# WEBMAIL

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**As soon as you gain access to your Brescia University webmail account, this should be your main source for all school related communication.**

## WHO SHOULD I BE EMAILING? WHY?

- Your academic advisor whenever you need to make schedule changes or have any questions.
- The cashier with questions about book vouchers or billing.
- Financial aid with financial aid related questions.
- Hugh Johnson if you have specific questions about VA related benefits.
- Your instructors if you have questions relating to course content.

## WHO WILL BE EMAILING ME?

- Your academic advisor will use webmail to relay information.
- The Director of BUonline will email reminders and information.
- The Administrative Coordinator of BUonline will email you once you have access to your online courses (one week prior to the first live chat).
- Your instructors will also be emailing you.

## MY CONTACTS

Academic Advisors:

[Kent.Lewis@brescia.edu](mailto:Kent.Lewis@brescia.edu)

[Jennifer.Cox@brescia.edu](mailto:Jennifer.Cox@brescia.edu)

[Sagan.Storm@brescia.edu](mailto:Sagan.Storm@brescia.edu)

Financial Aid

[Financial.aid@brescia.edu](mailto:Financial.aid@brescia.edu)

Cashier

[Cashier@brescia.edu](mailto:Cashier@brescia.edu)

VA Certifying Official

[Hugh.Johnson@brescia.edu](mailto:Hugh.Johnson@brescia.edu)

Director of BUonline

[Shanda.Larue@brescia.edu](mailto:Shanda.Larue@brescia.edu)

BUonline Administrative Coordinator

[Debra.Brown@brescia.edu](mailto:Debra.Brown@brescia.edu)

**You will also receive emails directed to all students.**

**You can use folders and create rules to organize your inbox.**