

# What to do when graduating

## TO ALL GRADUATES

### Dear Students

Many of you will be graduating at the end of this year. Before you leave the university, there are a few administrative tasks to consider when it comes to your electronic services, for example email and data.

For more helpful guides to safeguard your information before you graduate, click [here](#).

**If you do not enroll for the following year, your enrollment will expire in March of the following year.** On this date we deactivate your account and you will no longer have access to electronic services, for example your @sun email, OneDrive, SUNLearn or internet. Your email and data will be deleted shortly thereafter. This process is necessary to maintain a healthy and secure network and to ensure that unused, dormant accounts are not used for criminal purposes.

Warning messages are sent to the associated @sun.ac.za email address before an account or service is deactivated, so look out for these during March next year. Before your account is deactivated, you need to organize a few things in advance:

- **Create a new email address** (for example Gmail or Yahoo) for yourself.
- If you use your @sun address for banking, Facebook, Netflix, iCloud accounts or any other services or social media, **change it to your new /personal email address.**
- **Activate the Out of Office** for your Outlook mailbox and indicate in the message what your new email address is.
- Remove any **data stored on Microsoft One Drive or your home drive (H:)** and copy it on **your own external hard drive or other online cloud storage**, for example, Google Drive or Drop Box.
- Keep in mind that your student card will also expire when your enrollment expires and you will have **no access to university buildings** or any other services linked to the card.
- Remember to back up your Outlook OST file before your @sun email expires.

If you need any assistance, contact the [ICT Student Services](#) and one of our technicians will assist you.

Kind regard and good luck!  
**Information Technology**