



## DIRECTORY INFORMATION RESTRICTION

The following Directory Information is information that is regularly made public (such as athletic printed programs; requests made by potential employers, etc.) unless you inform the Office of the Registrar that you do not wish any information released. St. Mary's University designates **ONLY** the following information as Directory Information:

- Student's name, address, telephone number email address
- Student's major field of study
- Student's participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance; degrees and awards received
- The most recent previous educational agency or institution attended

When you restrict Directory Information, we will not provide information to anyone, including persons who claim to be you, parents, relatives, friends, other students, or prospective employers, who may wish to contact you or verify your status at the college, without written authorization from you. Directory Information will continue to be provided to university personnel for university business.

This request remains in effect while enrolled at St. Mary's University. You must resubmit a new Directory Information Restriction form if have been away from St. Mary's for at least one fall or spring semester. Upon graduation, this restriction is removed. This form must be signed between the first and 12th day of classes or fourth class day in the summer sessions.

Once this form is completed, please mail to **St. Mary's University, Office of the Registrar, One Camino Santa Maria, San Antonio TX 78228-8576**, fax to **210-431-2217** or email a scanned copy to [registrar@stmarytx.edu](mailto:registrar@stmarytx.edu). Please allow one to three business days to process.

Please print legibly and clearly.

Semester \_\_\_\_\_ Year \_\_\_\_\_ Check One: ☐ UNDG ☐ GRAD ☐ LAW ☐ PHD

*I request that my Directory Information not be made public.*

\_\_\_\_\_  
Last Name First Name MI S00\_\_\_\_\_  
StMU ID Number XXX-XX-\_\_\_\_\_  
Social Security Number (last 4)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:** Processed by: \_\_\_\_\_ Date \_\_\_\_\_

OFFICE OF THE REGISTRAR  
ONE CAMINO SANTA MARIA  
SAN ANTONIO, TEXAS 78228-8576

210-436-3701 Fax: 210-431-2217

St. Louis Hall Room 104  
[registrar@stmarytx.edu](mailto:registrar@stmarytx.edu)