



DIRECTORY INFORMATION RESTRICTION

The following Directory Information is information that is regularly made public (e.g. Student Directory, 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, e-mail 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 University 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 re-submit a new Directory Information Restriction Form if you have been away from St. Mary's for at least one fall or spring semester. Upon graduation, this restriction is removed. This request will remain in effect for the duration of the semester or the summer session. This form must be signed no earlier than the first day of class and no later than the 12th day of class in a semester (or fourth class day in summer session).

Once this form is completed, please email a scanned copy to registrar@stmarytx.edu or mail to the following address:

St. Mary's University
Office of the Registrar
One Camino Santa Maria
San Antonio, TX 78228-8576

Please allow one to three business days to process. For questions or more information, contact 210-436-6789.

Please print legibly and clearly.

Semester Year Check one: [] UNGD [] GRAD [] LAW [] Ph.D.

[] I request that my Directory Information not be made public.

Last Name First Name MI S00 Rattler ID Number XXX-XX-SSN (Last 4 digits)

Student Signature Date

FOR OFFICE USE ONLY Processed by: Date: