

**OFFICE OF THE REGISTRAR
NON-DISCLOSURE OF DIRECTORY INFORMATION**

Please complete Part 1, Part 2 and/or Part 3.

PART 1	
Last Name: _____	First Name: _____
UMID: _____	Term/Year: _____
Signature: _____	Date: _____

PART 2	
	Check this box if you are requesting that directory information about you be withheld in response to any inquiry for any purpose. Directory information includes: name, address, email address, uniqlname, telephone number, UM-Dearborn school or college, class level, major field, dates of attendance at UM-Dearborn, current enrollment status, degree(s) received and date(s) awarded, honors and awards received, participation in recognized activities, previous school(s) attended, height and weight of members of intercollegiate athletic teams.
PART 3	
	Check this box if you are requesting to be exclude your name from online directory. Name and other public information will not be visible but your uniqlname and email address will be included. This allows you access to computer services on campus but does not permit anyone to look up your public information in the MCommunity directory. If you decide that your uniqlname is more recognizable than you would like, you can apply to change your uniqlname. Contact Information Technology Services at 593-5613 for more information.

The University of Michigan has designated the following items as directory information: name, address, email address, uniqlname, telephone number, UM-Dearborn school or college, class level, major field, dates of attendance at UM-Dearborn, current enrollment status, degree(s) received and date(s) awarded, honors and awards received, participation in recognized activities, previous school(s) attended, height and weight of members of intercollegiate athletic teams.

Although this information is designated as “public,” the University does restrict its dissemination. For example, it has been University policy for some years not to furnish address lists to the many insurance companies, magazine subscription agencies, and other organizations who request them. Most requests for public information come from prospective employers who want to verify dates of attendance or degrees received, or from friends or relatives who are trying to locate a particular student.

While you have the right to request that directory information about you not be released, you should carefully consider all of the possible consequences of this action before making the decision to do so. Withholding of information cannot be selective to the people inquiring – if it is withheld from one, it is withheld from all. Additionally, withholding of directory information cannot be selective – if directory information is withheld, all directory information is withheld. If you choose to allow for the release of your directory information to a third party, your written consent is required for each release.

To restrict directory information and to choose how it should be excluded, check the appropriate box(es) and affix your signature on this document. The institution will honor your request to withhold public information until a written request is received from you to remove the restriction. Regardless of the effect, the institution assumes no liability for honoring your request that directory information be withheld.

For additional information, please contact the Office of the Registrar:
1169 University Center
registrars@umich.edu
313-583-6500