

Title: Address Change Notification

Policy
No.: ADM 1.50

Date:
Rev.: 6/09/08

Areas Affected: All BSMSO Faculty

Page 1 of 1

POLICY STATEMENT:

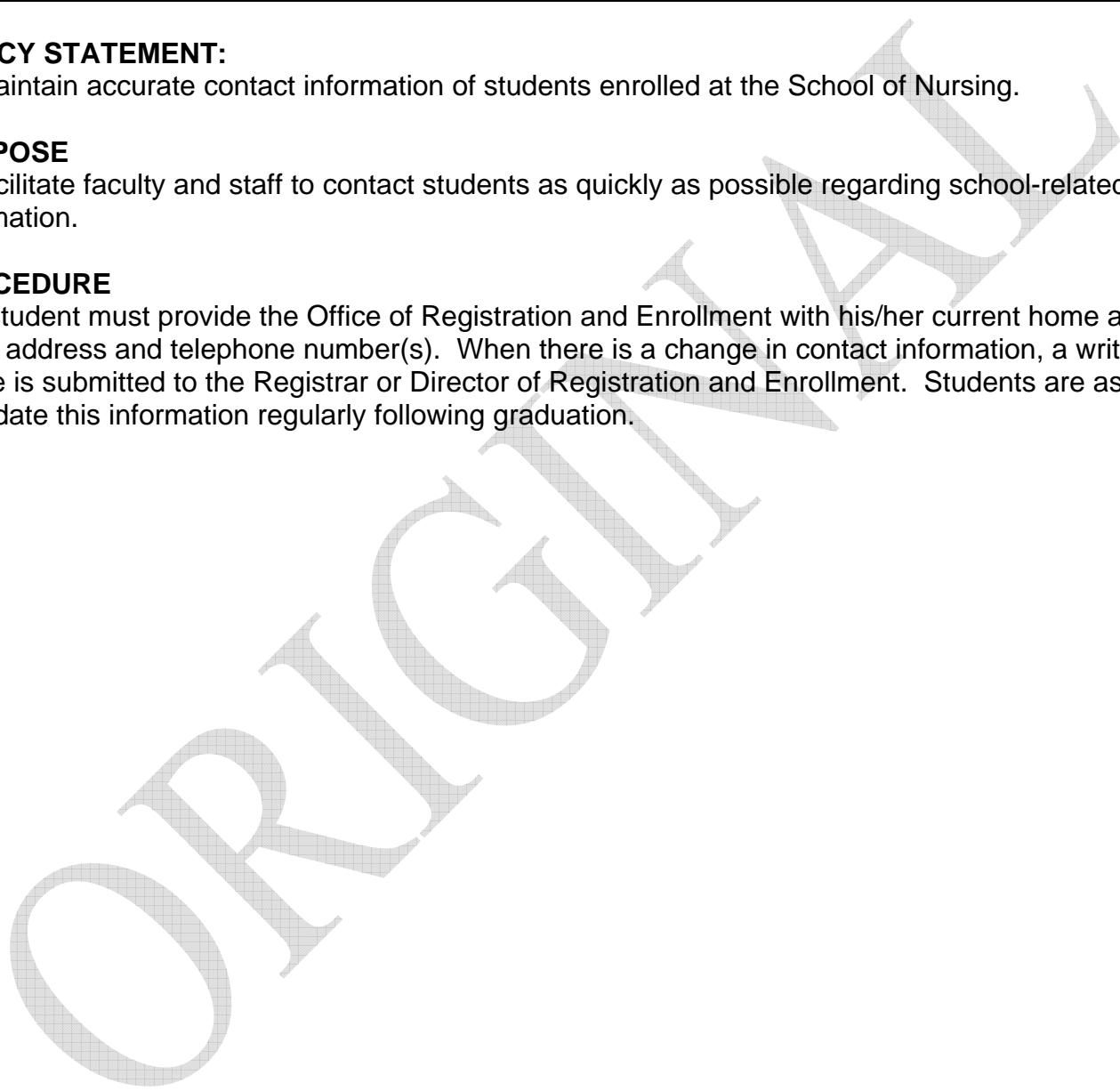
To maintain accurate contact information of students enrolled at the School of Nursing.

PURPOSE

To facilitate faculty and staff to contact students as quickly as possible regarding school-related information.

PROCEDURE

The student must provide the Office of Registration and Enrollment with his/her current home and email address and telephone number(s). When there is a change in contact information, a written notice is submitted to the Registrar or Director of Registration and Enrollment. Students are asked to update this information regularly following graduation.



Reference Policy # _____

Approved by:

Signature Title Date

Approval History:

Committees and Dates:
Director of Registration & Enrollment - 6/08
Faculty Forum – ND
Faculty Organization - ND