Title: Address Change Notification	Policy No.: ADM 1.50	Date: Rev.: 6/09/08
Areas Affected: All BSMCON Faculty		Page 1 of 1

POLICY STATEMENT:
To maintain accurate contact information of students enrolled at the College 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:

_____	Assistant Dean Student Services	
_____	Provost/VP _____	_____
Signature	Title	Date

Approval History:
Committees and Dates:
Director of Registration & Enrollment - 6/08
Policy Committee -

Key words: Address Change, Notification