

# The UNIVERSITY of MONTANA WESTERN

## Request to Change Student Information

INSTRUCTIONS: Read & follow instructions. Use this form to request changes to student information maintained at UMW. Complete this form as soon as possible following your decision to make a change; allow 3-4 weeks for changes to take effect. Print legibly. Be very specific, include **ALL** pertinent information. Complete Parts A, B & C, and then submit completed forms to the Registrar's Office. Answer all questions. **Incomplete or improperly completed forms will be rejected.**

Print Name \_\_\_\_\_ Student ID \_\_\_\_\_ Birth date \_\_\_\_\_

Address (Street or PO Box Number) \_\_\_\_\_ City \_\_\_\_\_ State & Zip Code \_\_\_\_\_

E-MAIL Address (other than your UMW e-mail address): \_\_\_\_\_

### **PART A:** What changes are you requesting (check all that apply, BE VERY SPECIFIC)?

1.  **Name Change** - you must provide a copy of legal documents verifying legal name change - a marriage license or a court or judges order, for example.
2.  **Address Change** - change which address:  Mailing (temporary)\*  Permanent \*\*  E-mail  
\*Students can update mailing address information on DAWGS (dawgs.umwestern.edu). Change "Billing Addresses" at the UMW Business Services Office.
3.  **E-Learning only - change status (check)  to or  from "e-Learning only"** (submit completed form by the full-term Dead-line to add classes). E-Learning only students are restricted to taking only courses designated as e-Learning courses during the specified term, NO EXCEPTIONS!  
E-learning students must petition to change their status to on-campus (non-e-learner) in order to be eligible to register for on-campus and/or face-to-face classes.
4.  **Withhold Directory Information**, I wish to have my directory information kept confidential (no Part B section required).

### **PART B:** Provide all pertinent information for each change requested, be very specific.

1. **Name Change:** \_\_\_\_\_  
Previous or former Name \_\_\_\_\_ New Name \_\_\_\_\_  
\*You must attach a copy of a legal document (marriage license, court order, etc.) verifying that a legal name change has occurred.

2. **New Address Information\*:** Street or PO Box - \_\_\_\_\_  
City, State & Zip - \_\_\_\_\_

\*\*If requesting changes to Permanent/Parents Address, you must answer the next two questions below:

Who else lives at this (permanent) address? \_\_\_\_\_ Relationship? \_\_\_\_\_

NEW E-mail address > \_\_\_\_\_

\*Be sure to indicate (check appropriate space in Part A-2) which address(es) you want changed.

3. **Change status (circle one) to or from "e-Learning only"; designate (below) the semester and year for which this change is Requested.**

\_\_\_\_\_  
Term (Fall, Spring, Summer)

\_\_\_\_\_  
Academic Year (example 2011-12)

\*To assure timely processing, petitions to change status to/from "e-Learning only" changes must be filed in the Registrar's Office **before the start of the TERM**. E-Learning only students are limited to attempting e-Learning only courses during the term/year designated above; **NO mid-semester status changes will be considered (no appeals)**.

**PART C:** Only "authorized" changes will be processed; you must sign and date this form before submitting it to the Registrar's Office. Your request will be processed as soon as possible and should be effective within 1-6 weeks depending upon the request. You are responsible for meeting applicable deadlines.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Today's Date