



Office of the Registrar  
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**Office** (814) 886-6400  
(814) 886-6343  
(814) 886-6337  
**Fax** (814) 886-2750

## CONFIDENTIALITY REQUEST

Please consider very carefully the consequences of any decision by you to withhold directory information. If you inform the Registrar's Office not to release directory information, any future requests for such information from non-institutional persons or organizations will be refused. This could have an impact on your name being published in the Dean's List or for graduation announcements. Mount Aloysius College will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, Mount Aloysius College assumes no liability for honoring your instructions that information be withheld.

Directory information is defined by Mount Aloysius College as: student name, address, telephone number, email address, hometown, major field of study, past and present participation in officially recognized activities, enrollment status (undergraduate or graduate, full- or part-time), class, dates of attendance, degree(s) conferred (including dates), honors and awards received (but not scholarships), most recent school(s) attended, participation in officially recognized activities and sports, weight and height of members or athletic teams, and photograph.

If you wish to change your restrictions on disclosure of directory information, a new form must be filed with the Registrar's Office.

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I request that Mount Aloysius College not release my directory information as indicated below. I understand that, among other things, this means my name and address will not be in the student directory and no office or faculty member can release any status information or other directory information.

Please initial the category or categories you wish to have withheld.

Category I. Name, date of attendance, and class \_\_\_\_\_

Category II. Address and telephone number \_\_\_\_\_

Category III. Previous institution(s) attended, major field of study, awards, honors (includes Dean's list), and degree(s) conferred (including dates) \_\_\_\_\_

Category IV. Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth \_\_\_\_\_

Category V. Any individual item(s) from a given category listed above \_\_\_\_\_

Student name: \_\_\_\_\_ ID \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_