



**OHIO**  
UNIVERSITY

Office of the University Registrar

## E-mail Announcement

**Date:** September 27, 2009  
**To:** All Students  
**From:** Office of the University Registrar  
**Subject:** Personal Contact Information

Dear Student,

It is imperative for Ohio University to be able to contact you directly for a variety of reasons, including on-campus or family emergencies, to inform you of issues that could affect registration or your ability to receive transcripts, and other important University business. For these reasons, it is important for the University to have accurate and current contact information.

Please take a moment to review your personal contact information listed below and submit updates to the Office of the University Registrar at <http://www.ohio.edu/registrar> (select Update MyAddress under Online Services for Students).

Thank you for your prompt attention to this matter, and for your benefit, please remember to post any future changes. If you prefer that your directory information (local and permanent addresses and phone numbers) not be published in the annual campus directory, please complete the Confidentiality Status Request form available at <http://www.ohio.edu/registrar> (select Forms) and return it to the Office of the University Registrar within the first 15 calendar days of fall quarter. To remove your directory information from the online e-directory, you may submit the form any time.

Have a great quarter!

Local Address: 1234 S. Main Street, Athens, OH 45701

Cell Phone: 740-123-4567 University business use only

Permanent Address: 1234 S. Main Street, Columbus, OH 12345

Emergency Contact: Jane Doe

Emergency Address: 1234 S. Main Street, Columbus, OH 12345