

Maintaining Current Residential Address

Effective Date Thursday, September 13, 2018

Status Final

Last Revised Friday, July 7, 2023

Policy Type [Student Affairs](#)

Contact Office

[Vice President and Chief Student Affairs Officer \(Office of the\)](#)

Oversight Executive

[Vice President and Chief Student Affairs Officer](#)

Applies To

Academic Division

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Reason for Policy

In order to send official University correspondence in a timely manner, the University has established requirements for students to provide residential address changes.

Definition of Terms

[Student Information System \(SIS\)](#)

An internal system that is the source for admission, academic, and financial information.

Policy Statement

Students are required to maintain correct address information in their Student Information System (SIS) account. Within 48 hours of a change of address, students must go to their SIS Self Service account and record any changes of permanent (home) or present (local) mailing addresses. Students bear the full responsibility for any consequences resulting from official University communications misdirected or not received because of an incorrect address.

Procedures

[SIS Student Portal](#)

Related Information

[IRM-016: Use of Email as Official Means of Communication with Students](#)

Major Category [Student Affairs Policies](#)

Next Scheduled Review Tuesday, July 7, 2026

Revision History Confirmed 7/7/23.

Applies To Text

Academic Division.

Supersedes Policy Text

Address Changes.

Last modified February 5, 2024 - 3:11pm

Approved By Vice President and Chief Student Affairs Officer

Approved Date September 13, 2018 - 12:00pm