



NON-DISCLOSURE OF DIRECTORY INFORMATION

The University of Michigan has designated the following items as public information: name, home and local address, and telephone, U-M school or college, class level, major field, dates of attendance at the University of Michigan, any degree received and date awarded, honors and awards received, previous school attended, participation in intercollegiate athletic teams.

Although this information is designated as “public,” the University does restrict its dissemination. For example, it has been University policy for some years not to furnish address lists to the many insurance companies, magazine subscription agencies, and other organizations who request them. Most of the requests for public information come from prospective employers who want to verify dates of attendance or degrees received, or from friends or relatives who are trying to locate a particular student.

While you have the right to direct that public information about you not be released, you should carefully consider all of the possible consequences of that action before making the decision to do so. (You should also know that the withholding of information cannot be selective as to the persons inquiring: if it is withheld from one, it is withheld from all.)

To restrict public information and to choose how it should be excluded, check the appropriate box(es) and affix your signature on the reverse side of this card. The institution will honor your request to withhold public information until such time that a written request is received from you to remove the restriction. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Please complete parts 1 and, 2 and/or 3.

Part 1

Last Name: _____
First Name: _____
Student Number: _____
Term and Year: _____
Signature: _____
Date: _____

Part 2

Check this box if you are requesting that public information about you be withheld in response to any inquiry for any purpose.

Name, address, and telephone number, U-M school or college, class level, major field, dates of attendance at the University of Michigan, any degree received and date awarded, honors and awards received, previous school attended, participation in recognized activities, and height and weight of members of intercollegiate athletic teams.

Part 3

If you wish to be excluded from either of the following directories, please indicate by checking the appropriate box(es)

Category I

Exclude from the published student directory book.

Category II

Exclude name from online directory. Name and other public information will not be visible but your username and email address will be included. This allows you access to computer services on campus but does not permit anyone to look up your public information in the email directory. If you decide that your username is more recognizable than you would like, you can apply to change your username. Contact Information Technology Services at 593-5613 for procedural information. A fee may be charged.