



Personal Information Update

Once completed, please return this form to the Office of the Registrar, fax this form to (540) 441-8059, or scan and email it to registrar@phc.edu.

Full Legal Name: _____

PHC ID: _____

Birth Date: _____

Student Status: Current Former

I. Requested Change(s)

<input type="checkbox"/> Please update my address to the following: _____ _____ _____
Update this address as my <input type="checkbox"/> Permanent Home <input type="checkbox"/> Local/Temporary <input type="checkbox"/> Billing address.
<input type="checkbox"/> Please update my telephone number to the following: _____
Update this number as my <input type="checkbox"/> Permanent Home <input type="checkbox"/> Local/Temporary <input type="checkbox"/> Cellular number.
<input type="checkbox"/> Please update my non-PHC email address to the following: _____
<input type="checkbox"/> *Please update my social security number to the following: _____
<input type="checkbox"/> *Please update my name to the following: _____
<input type="checkbox"/> *Other: Please update my _____
<input type="checkbox"/> Please remove the non-disclosure hold from my record.
<small>* Personal Data Updates, including changes to names, social security number, birth dates, or other unique identifiers, may require the submission of legal documentation.</small>

II. Request for Non-disclosure

The items below are designated in the Patrick Henry College Student Privacy Policy as "Directory Information" and may be released at the discretion of the College. Students should submit requests for non-disclosure of this information to the Office of the Registrar by the end of the Drop/Add Period. While these forms may be received at any point in the term, the College cannot guarantee compliance with requests received after the Drop/Add Period for the term in question. The non-disclosure of information will continue until authorization is received from the student removing the hold placed on his/her records.

The College cannot be held liable for the consequences related to a student's request for non-disclosure. For example, enrollment or degree verifications will not be certified for students who have requested the non-disclosure of their information. Only when presented with an authorized, signed release will the College disclose information that would otherwise be subject to a student's request for non-disclosure.

Directory information includes: name, addresses, email(s), residence hall assignment, phone number(s), GPA, Major field(s) of study, class level credits (attempted and/or earned), date of graduation or commencement, dates of attendance, degree(s) and award(s) received, participation in officially-recognized activities or sports, photographs, enrollment status (part-time/full-time), anticipated graduation date, and admission status (degree-seeking/non-degree-seeking).

By selecting this box and affixing my signature below, I hereby request Patrick Henry College to NOT disclose ANY information classified as Directory Information.

Student Signature: _____

Date: _____