REQUEST FOR NON-DISCLOSURE OF STUDENT INFORMATION

Student Name: _____ COCC ID: _____

Permanent Address: _____

_____

Current Phone: _____

Current College policy allows the release of certain information on students, called "directory information." This includes name, mailing and email address, telephone number, enrollment status, major, degrees and honors conferred, dates of attendance and most recent previous school attendance. The policy is described in detail in the College Catalog.

By completing and submitting this form to COCC's Admissions and Records Office you are requesting that such directory information not be released to anyone, including announcements to newspapers of graduation or honor roll status, no listing in commencement program and no loan/credit certification. Additionally, this request means that COCC will NOT discuss your admissions, registration, financial aid, payment or other status over the telephone **and *all business will need to be conducted in person, by you, with picture ID required*** (note that you can still login to your online student services account for registration, payment, financial aid and related activities). Note that directory information will be used for internal and confidential College reports, campus research and college business related mailings.

This request remains in effect until you submit a signed statement indicating that directory information may be released.

Student Signature: _____ Date: _____

In addition, COCC can "hide" your COCC email account so that no one, including students, staff *and* faculty can browse Outlook to obtain your COCC email account. If you would like this added level of security, please sign below.

Student Signature: _____ Date: _____

Return, in-person, to:
Admissions and Records
Central Oregon Community College
Bend, OR 97701-5998