



Determination of Student Location Policy

ADM 35.0

University Registrar Office

Policy Type: Administrative
Applies to: Students

POLICY DATES

Issued: November 16, 2021
Revised:
Edited:
Reviewed:

The University of Mount Union must be able to determine student location for purposes of conducting University business, contacting students in case of emergency, and complying with Federal Regulations requirements related to professional licensure or certification disclosures. This policy outlines the procedures students are required to follow to regularly verify their location and to report changes in their location. This policy applies to undergraduate and graduate students across all modalities of instruction.

Definitions

Term	Definition
Permanent/Home Address	The address where a student permanently resides and considers home.

Policy Details

The Office of the University Registrar of the University of Mount Union requires that all students provide a current permanent/home address for entry into the student information system files. Students must verify this information upon enrolling for the fall and the spring semesters and within thirty (30) days of a change of address. Students must comply with the rules and guidelines specified below.

PROCEDURE

Determination of Student Location:

When students (domestic or international) apply for admission to the university, they enter their permanent/home address into the online application system, *Slate*. Once admitted, students' addresses are exported from *Slate* into the student information system, *Colleague*. Prior to the official start of classes, the Office of Admissions will manually update any changes to the student's permanent/home address in *Colleague* and provide this information by way of monthly report to the Office of Institutional Effectiveness (OIE). On the official start of classes and thereafter, the Office of the University Registrar is responsible for recording changes to students' permanent/home addresses (see the following *Student Change of Address* section.) For students whose permanent/home address is outside any U.S. state or territory, their location will be considered the state of Ohio.

Student Change of Address:

Students must notify the Office of the University Registrar within thirty (30) days of a change of their permanent/home address. This change can be made in person in the University Registrar's office with a valid picture ID (e.g., UMU Purple card) or via University of Mount Union email account to registrar@mountunion.edu, which must include the student ID number.

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Responsibilities

Position or Office	Responsibilities
University Registrar	Confirm and maintain all student Permanent/Home Addresses and Current Preferred Resident Addresses at the time of acceptance, during enrollment at the University, and upon change of address.

Contacts

Subject	Office	Telephone	E-mail/URL
University Registrar, Assistant Vice President for Academic Affairs	University Registrar's Office	(330) 823-6018	registrar@mountunion.edu

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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