



# Determination of Student Location Policy ADM 35.0 University Registrar Office

Policy Type: Administrative  
Applies to: Students

## POLICY DATES

Issued: November 16, 2021  
Revised: June 24, 2024  
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 a student lists in the online application system as the address at which they permanently reside.

## Policy Details

The Office of the University Registrar of the University of Mount Union requires students to verify their current permanent/home address information prior to enrolling for the fall and the spring semesters and within thirty (30) days of a change of address. Students must comply with the “Change of Address” rules and guidelines specified below.

## PROCEDURE

### Determination of Student Location

#### At time of application:

##### *Undergraduate and Graduate Students –*

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 Admission will manually update any changes to the student’s permanent/home address in *Colleague*.

#### At time of enrollment:

##### *Undergraduate Students –*

On the official start date of all undergraduate programs, an undergraduate student’s location is in the state of Ohio. This is due to residency requirements which stipulate students must live in on-campus housing for their first four semesters or commute from their permanent home address which must be located in Ohio within a 30-mile radius of the University or have been approved for local off-campus housing.

*Graduate Students –*

On the official start date of on-campus and online graduate programs, a graduate student's location is the preferred listed permanent/home address listed in *Colleague*.

*International Students –*

For students whose permanent/home address is outside any U.S. state or territory, on the official start date of all undergraduate and graduate programs, a student's location is in the state of Ohio.

**Change of Address**

The Office of the University Registrar is responsible for recording changes to students' permanent/home addresses. 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 Plu\$ card) or via University of Mount Union email account to [registrar@mountunion.edu](mailto:registrar@mountunion.edu), which must include the student ID number.

# Determination of Student Location Policy

## ADM 35.0

### University Registrar Office

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Applies to: Students

#### Responsibilities

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

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#### Contacts

Subject	Office	Telephone	E-mail/URL
University Registrar	Office of the University Registrar	(330) 823-6018	<a href="mailto:registrar@mountunion.edu">registrar@mountunion.edu</a>

#### History

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