

# RECORDS OFFICE

UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW  
200 McALLISTER STREET SAN FRANCISCO, CA 94102 (415) 565-4613 FAX (415) 581-8803

## ADDRESS / DIRECTORY CHANGE FORM

NAME: \_\_\_\_\_ ID: \_\_\_\_\_

### New Address Effective

ADDRESS: \_\_\_\_\_ APT: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### ***Payroll Update:***

If you are or have been on the Hastings College of the Law payroll, it is important to update your address with the Human Resources Office to ensure that all mailings, including University of California Retirement System statements and W-2's are mailed to the correct address. Do you want us to forward a copy of this address change to Human Resources?            **YES**            **NO**

### \*\*\*IMPORTANT DIRECTORY DISCLOSURE INFORMATION\*\*\*

***Directory Disclosure:*** Before completing this section, please read the full directory disclosure statement on the back of this form; then indicate your selection below, initial and date.

#### Mark ONLY IF you have a change for disclosure of Directory Information:

All directory information, including address and date of birth, **MAY be disclosed**.

Please withhold my phone number and date of birth.

Please withhold my address and date of birth.

Please withhold my address and phone number.

Please withhold my phone number.

Please withhold my address.

Please withhold my date of birth.

All directory information, including address and date of birth, **MAY NOT be disclosed**. *Be sure you understand the implications of this choice! Read the full disclosure statement on the back of this form.*

Withhold all directory information, **but always verify my attendance and Hastings degree and include me in the commencement program.**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**UNIVERSITY OF CALIFORNIA, HASTINGS COLLEGE OF THE LAW**  
**Right to Withhold Disclosure of Directory and Other Information**

In accordance with the Family Educational Rights and Privacy Act of 1974 (“FERPA”) and U.S. Department of Defense regulations, information from a student’s records will not be provided to third parties unless authorized by the student. College personnel may access these records only to the extent necessary to carry out their duties. The College may, however, use personal information from student records (i.e., class year, ethnicity, GPA) without the student’s consent for statistical analysis where no information can be individually identified.

In addition, the College may release the following “Directory Information” for any purpose unless you request that specific information be withheld: name, telephone number, dates of attendance at Hastings, years of study and year J.D. was received. The College may also release a student’s address and date of birth to the U.S. Military, pursuant to a recruiting request. All students have the right to have the above information withheld except where such information is sought by government agencies when legally authorized. All directory information, including address, date of birth and additional information will be provided to the Bureau of Citizen and Immigration Services for foreign nationals attending Hastings on a student visa, as required.

**IMPORTANT!** Consider carefully the consequences of any decision made by you to withhold all Directory Information, as all requests for such information from non-institutional persons or organizations will be refused. Your name will not appear in the commencement program or similar announcements. UC Hastings staff will not be able to assist you over the phone, nor will the university acknowledge your presence as a student to outside agencies or in university publications. *This will stop any verifications for purposes of employment, loans, credit card applications, insurance, etc. unless the request is accompanied by a signed release from the student.* You will assume complete anonymity and you will have to conduct all university business in person with a photo ID or using WebAdvisor.

UC Hastings has the intent to honor requests of students who wish to withhold Directory Information, but cannot assume responsibility to contact you for subsequent permission for release of information. Regardless of the effect upon you, UC Hastings assumes no liability for honoring your instructions that such information be withheld. Should you wish to change your disclosure instructions after filing this form, a new form may be obtained in the Records Office.

For more information on rights relating to student records, a copy of the Guidelines Applying to Privacy and Access to Educational Records may be obtained from the Records Office, Student Information Office, Office of Student Services and the Law Library.