

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Name Address Changes (number AP1010)**
Cabinet Division: **Registrar's Office (Enrollment Management)**
Date Created: **9/26/10**


I. Background and Purpose

*Starting in 2011, a large number of UWS academic policies were looked at and revised or newly approved. A numbering system was created to indicate what year the policy was revised. In keeping with that practice, pre-existing policies that were not changed are being brought into the same format. Because they have been previously approved, a generic date of 9/26/10 is used as the date and policies will be assigned numbers starting with AP1001. Approvals are not necessary as they were approved prior to the date indicated above.

II. No constraints

III. Definitions

IV. Policy Statements

The Registrar's Office should be notified as soon as possible of a student's change in name or address. Each student is expected to maintain his or her mailing address through his or her E-Hive account or through a [change of address form](#)  submitted to the Registrar's Office. The mailing address represents the address to which official university mail will be sent during the student's career.

Students who wish to have their billing statements mailed to an address different than their mailing address should [contact the Cashier's Office](#). Graduate students may request a business address be entered by the [Graduate Studies Office](#).

V. Policy Procedures

VI. Compliance

- 6.1 Approved by
- 6.2 No consequences.
- 6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

VII. Attachments

- 7.1 No attachments