



Personal Information Update
Registrar's Office

Student & Administrative Services Center, Rm. 1020
Send To: Pennsylvania College of Technology
DIF #114
One College Avenue
Williamsport, PA 17701-5799
Or Fax To: 570.321.5536

This form can be filled in on-screen for printing, or printed and filled in by hand. ?

STUDENTS: We recommend that you make a copy of this form, once completed, for your records.

Student ID number Major Date

Name Last First Middle

Name Change
Name Last First Middle

Are you changing your local address (on- and off-campus housing), or are you changing your permanent mailing address (home address)?
Change local address Change permanent address

Address Change

Telephone number

Street

City State Zip

County

Signature

College policy protects the rights of privacy and access regarding your educational records as articulated in the Family Educational Rights and Privacy Act of 1974 (FERPA).

You have the right to inspect your official records. This can be done by making an appointment with the Registrar's Office. No one other than you can have access to your records without your written consent unless they are one of the following:

- College employees who have a "need-to-know"
- Certain government or law enforcement officials in order to carry out lawful functions
- Accrediting agencies
- Individuals who have obtained subpoenas
- Persons who need to know in cases of health and safety emergencies

Information that may be released without your signature is "directory information." That is your name, address, telephone number, date and place of birth, electronic e-mail address, major field of study, enrollment status, participation in official recognized activities and sports, weight and height of member of athletic teams, degrees, honors and awards received and dates of attendance.

If you do not want "directory information" released to unauthorized persons, you must notify the Registrar's Office in writing.