



# Non-Disclosure of Student Directory Information

Office of the Registrar | ENMU Station 5 | 1500 S Ave K | Portales, NM 88130  
Phone: 575.562.2175 | Fax: 575.562.2566

I request that Eastern New Mexico University **not disclose** my "Student Directory Information" without my prior written permission.

I understand the consequences of this decision to withhold my "Student Directory Information," as any future requests for such information will be refused. Examples of, but not limited to, potential impacts are: no acknowledgement of my attendance at ENMU to potential employers, no verification of degrees to requestors, no printing of my name in the commencement program, and no press releases pertaining to graduation and/or honors.

ENMU will honor my request to hold "Student Directory Information" but cannot assume responsibility to contact me for subsequent permission to release it.

Regardless of the effect upon me, ENMU assumes no liability for honoring my instructions to withhold "Student Directory Information."

**Directory information includes the following:**

1. Name
2. ID number
3. Address
4. Phone number
5. Photograph
6. Grade level
7. Email address
8. Major field of study
9. Dates of attendance
10. Enrollment status (UG or GR, full or part time)
11. Date and place of birth
12. Degrees and dates conferred
13. Honors awarded
14. Most recent educational institution attended
15. Participation in officially recognized activities and sports
16. Weight/height of athletes

If the form is submitted before I have left the University (i.e. graduated, transferred, withdrew), the "Student Directory Information" hold will remain in effect until the Office of Registrar receives a written request from me to release the hold.

**Student Name (print)**

Name: \_\_\_\_\_ ENMU ID: \_\_\_\_\_  
Last First Middle initial

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete, sign and return to: Office of the Registrar, ENMU Station 5, 1500 S Ave K, Portales, NM 88130 or fax to 575.562.2566 or scan and email to registrar.office@enmu.edu.

