



## REQUEST TO WITHHOLD DIRECTORY (PUBLIC) INFORMATION

The items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of our institution.

**Directory or public information includes:** name, student's address, phone number, email, birth place, name of parents or guardian, participation in officially recognized activities and sports, weight & height of members of sports teams, high school of graduation, most previous school attended, declared majors/minors, attendance(including beginning, ending, registration and withdrawal dates), credits carried in a term, current classification, graduation dates, degrees, and awards.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of this information.

**Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information." Should you decide to inform the institution not to release any or all of this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused.**

**The institution will honor your request to withhold the category listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.**

Please mark your choice.

- Withhold all Directory information (includes email\*). [indicator = 1]
- Remove privacy indicator. Directory information may now be released. [indicator blank]

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ ID number \_\_\_\_\_

This will remain in effect until you notify us with your signature to remove the hold.

***Note: It is best for you to have used your email before setting the privacy indicator. If you don't, you will need to contact the postmaster to be able to use email. Keep in mind that if you are withholding all directory information, you will have to remove your privacy indicator 60 days before graduation in order for your name to appear in the commencement program. Also, if you choose this option, you will not be able to request software through the WI Integrated Software Catalog (WISC) internet site. If you elect to join student organizations on campus, your privacy may be compromised.***

Please return this form to: Office of the Registrar  
101 Student Services Building or fax to: 715-346-2558  
Stevens Point, WI 54481  
Office hours: Mon-Fri, 7:45-4:30

# EMAIL AND PRIVACY

If a student has their privacy indicator #1 turned on through Registration and Records they should be aware of the following differences in the way their email functions as opposed to other students:

- To use email for the first time on-campus through Outlook the student will have to contact the Postmaster at 715 346-3676 to request that their account be temporarily unhidden from the address book. After the account is unhidden, the Postmaster will send an email to the student, when the student replies back, the Postmaster will hide the account again.
- The student's email address will not appear on any directory listings maintained by Information Technology in email or on the internet.
- Email *CANNOT* be addressed to this student by using only their alias. ex: jsmit123. Email *CAN* be sent to the student in two ways:
  1. If another person is aware of the student's email id or full name, mail can be addressed to "emailid@uwsp.edu" or "First.M.Last@uwsp.edu".  
example: jsmith123@uwsp.edu or [John.J.Smith@uwsp.edu](mailto:John.J.Smith@uwsp.edu).
  2. A person can reply to a message sent from the student. **(Therefore, once a student begins sending messages with their hidden email address, anyone who receives a message from that student will know that email address. It is important to only send mail to people with whom a student wishes to have their address known.)**
- The student *WILL BE ON* course, major, minor, housing, and other appropriate system distribution lists, but *WILL NOT* be visible in the list memberships, even to the list owner.
- If the student needs to be added to individual system distribution lists such as student organization lists, they will have to contact the Postmaster to be added manually.
- Off-Campus Email Access - The Outlook Web Access client *CANNOT* be used, they will have to use an IMAP client such as Outlook Express or Netscape Messenger.  
<<http://www.uwsp.edu/it/exchange/offcampus.htm>>

Postmaster  
University of Wisconsin - Stevens Point  
<mailto:postmaster@uwsp.edu>  
346-3676  
<http://www.uwsp.edu/it/exchange>