

You have the right to restrict the release of Directory information. Directory information includes: Name; Local address and phone number; MSU Email address; Permanent address and phone number; Current enrollment status or dates of attendance; Program level, class, major; Current term candidacy for degree and/or teacher certification; Information pertaining to awards and honors achievements; MSU degree(s) earned and dates; Recommendation to the State of Michigan for teaching certificate and effective dates; Participation in officially recognized MSU activities and sports -- including weight and height of athletic team members; Recognition documents of student organizations; Employment status as a Graduate Teaching Assistant or Research Assistant; Office address and office phone number.

Please consider carefully the consequences of your decision to withhold directory information. If you decide that MSU should not release any of these items of information, future requests for such information from persons or organizations (prospective employers, scholarship opportunities, etc.) not specifically sanctioned by University and federal regulation will be refused, regardless of the effect on you, and the University assumes no liability for honoring the request.

Graduate Teaching Assistants who restrict access to their employment information must contact their faculty supervisor to coordinate release of necessary employment information to students. The deadline for restriction of Graduate Teaching Assistant or Research Assistant status, office address and/or office phone from the published **Faculty/Staff Directory** is July 15.

Restrictions will be reflected in all electronic directories, such as the MSU People Search. For undergraduates, restrictions may also affect possible listing on the Dean's List.

Return this form by mail to Office of the Registrar, 150 Administration Building, East Lansing, MI 48824-0210 or by fax to (517) 432-3347.

Restrictions will remain in effect until cancelled in writing.

Effective this date, I request that the following information be restricted:

For Internal Use Only:

- | | |
|---|------------------------|
| <input type="checkbox"/> All (restrict everything including MSU Email address) | ALL |
| <input type="checkbox"/> Local address | LADR |
| <input type="checkbox"/> Local phone | LPHN |
| <input type="checkbox"/> Permanent address | PADR |
| <input type="checkbox"/> Home phone number | PPHN |
| <input type="checkbox"/> Academic status (major, level, class) | MAJR, ALVL, CLAS |
| <input type="checkbox"/> Attendance (current or prior enrollment) | ATND, RGST, ENRL |
| <input type="checkbox"/> Awards and Honors (degrees earned, teaching certificate recommendation, dean's list, etc.) | AWDT, AWHN, AWST, AWTY |
| <input type="checkbox"/> MSU Email address | PILT |
| <input type="checkbox"/> Employment status as a Graduate Teaching Assistant or Research Assistant | |
| <input type="checkbox"/> Office address | |
| <input type="checkbox"/> Office phone | |

You must restrict these three items if you do not want to appear in the **MSU People Search**.

Effective this date, remove all current restrictions

Last Name _____ First _____ M.I. _____ PID _____

Signature _____ Date _____