



Registrar's Office  
501 Crescent Street  
New Haven, CT 06515-1355  
Phone: 203-392-5301  
Fax: 203-392-7144  
Email: [Registrar@SouthernCT.edu](mailto:Registrar@SouthernCT.edu)  
Web: [OneStop.SouthernCT.edu](http://OneStop.SouthernCT.edu)

## Directory Information Non-Disclosure Form

The Family Education Rights and Privacy Act of 1974 (FERPA) designates certain information contained in a student's record as "directory information", and grants the University the right to disclose "directory information" to anyone, without consent from the student.

The following data elements are defined as "directory information" at Southern Connecticut State University: name, mailing address, permanent telephone number, gender, dates of enrollment (including full or part time status), major field of study, date of graduation, honors, degrees and awards received, previous field of study, previous school attended, photo I.D., and participation in officially recognized activities and intercollegiate sports, including for members of athletic teams, age, class status, weight, height, high school and hometown.

Southern Connecticut State University is committed to the protection of the privacy of student records. Please complete and submit this form to request your directory information to be withheld from disclosure, except when required by law.

### Student Information

Student ID #: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_

Maiden/Other names used while attending SCSU: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Please select one from the following:

Currently Enrolled      Previously Enrolled, dates of attendance \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I understand that this Withhold Request prohibits the University from verifying enrollment or degree status, and remains in continuous effect until such time as I notify the Registrar's Office in writing that I wish to revoke the hold.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Note: Students may create a digital ID using their SCSU email by clicking the signature block above, or the form may be accepted as an attachment from their SCSU email without a signature.*