



# Non-Disclosure of Directory Information

## Request to Suppress/Revoke Suppression

### Directory Information Includes:

Student name; mailing address; telephone number; date of birth; major field of study; class (freshman, sophomore, etc.); enrollment status (full-time, part-time); participation in officially recognized activities; dates of attendance and anticipated date of graduation; degree(s) and awards received; honors information; and most recent previous educational agency or institution attended by student.

### IMPORTANT NOTICE!

I understand that a request to suppress directory information must be renewed each semester and will expire at the end of the current term. (If submitted between terms, the request will expire at the end of the upcoming term.) Additionally, by virtue of my participation in courses at RCC, I understand that some of my information (courses, and enrollment status, etc.) may be available to other students.

**Suppress Information**—I request my directory information be suppressed. My directory information should not be released to any outside entity for any reason, including employment and scholarship inquiries. I further understand this information will be provided to any RCC offices that may request it. However, I understand this request to suppress excludes information customarily published in the Commencement Program upon my graduation, unless I amend this form by specifically requesting to be excluded from graduation or honors publications.

**Revoke Suppression**—I hereby authorize the revocation of the suppression of my directory information. I understand this information may now be published in an *online directory*, the *Commencement Program* and released to outside entities.

Name: \_\_\_\_\_  
*Last First Middle*

Today's Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Student*

Student ID Number \_\_\_\_\_

**Submit this form with a copy of your student ID.**

### OFFICE USE ONLY

Recorded by: \_\_\_\_\_ Date: \_\_\_\_\_

“D” privacy code assigned to BIO form in Colleague by: \_\_\_\_\_ Date: \_\_\_\_\_