



# UNIVERSITY of ALASKA SOUTHEAST

## RELEASE OF DIRECTORY INFORMATION

**JUNEAU CAMPUS  
REGISTRAR'S OFFICE**  
11066 AUKE LAKE WAY  
JUNEAU, AK 99801  
TEL: (907) 796-6100  
FAX: (907) 796-6365  
uas.registrar@alaska.edu

**KETCHIKAN CAMPUS  
STUDENT SERVICES**  
2600 7TH AVE.  
KETCHIKAN, AK 99901  
TEL: (907) 225-6177  
FAX: (907) 225-3624  
ketch.info@alaska.edu

**SITKA CAMPUS  
STUDENT SERVICES**  
1332 SEWARD AVE.  
SITKA, AK 99835  
TEL: (907) 747-6653  
FAX: (800) 478-3552  
sitka.registrations@uas.alaska.edu

**first name**

**last name**

**student ID**

Directory information includes: name, e-mail, home city and state, dates of attendance at UAS, program/major field(s) of study, degrees and certificates received, including dates, participation in officially recognized university activities, Chancellor's List and Dean's List recognition, and academic and co-curricular honors, awards, and scholarships, including dates received.

**I understand that by placing a directory information hold on my UA student record that the following will likely occur:**

1. I will not appear in the published university Chancellor's and Dean's lists, commencement program, and will have directory information withheld from all University of Alaska campuses.
2. I will not be eligible for enrollment and/or degree verifications, meaning that my attendance and/or degree can not be verified for would-be employers, insurance companies, etc.
3. I will only be able to discuss my account with UA personnel in person with a photo ID or by phone, online, mail, or email if I verify my identity by correctly answering vetting questions.

**I understand that by revoking the directory information hold from my account that the following will likely occur:**

1. My directory information can be released to Military Recruiting and Reserve Office Training Corps.
2. My directory information can be released to the public by UA personnel.
3. My directory information can and may be released and printed in newspapers, publications, etc.
4. Any UA personnel will be able to discuss my account with me via phone and/or UA e-mail, assuming I correctly answer a series of questions which identify me.

**PHOTO ID:**

Please show government issued ID or include photocopy.

Directory information may be disclosed on a routine basis to the public unless the student requests that such information not be released.

- Place a directory information hold on my UA student record.
- Revoke the directory information hold on my UA student record.

***The directory information hold may be placed or revoked at [UAOnline.alaska.edu](http://UAOnline.alaska.edu)***

**signature**

**date**