



**REQUEST FOR NONDISCLOSURE OF
DIRECTORY INFORMATION**

**Registration and Records Office
Mike Loya Academic Services
Building, Room 107**

Name _____

UTEP ID

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| TELEPHONE NUMBER | EMAIL ADDRESS |
|------------------|---------------|
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You may withhold Directory Information by notifying the Registration and Records Office in writing during:

- | | |
|------------|--------------------------------------|
| FALL | The 1 st 12 days of class |
| SPRING | The 1 st 12 days of class |
| SUMMER | The 1 st 4 days of class |
| ANY | The 1 st day of class |
| MINIMESTER | |

We will honor this request of nondisclosure until you direct the Registration and Records Office to remove the CONFIDENTIAL restriction. Refer to the current catalog for further details.

Directory information consists of:

- | | |
|--|---|
| <ul style="list-style-type: none"> ◆ NAME ◆ ADDRESS ◆ EMAIL ◆ TELEPHONE NUMBER ◆ ENROLLMENT STATUS ◆ CLASSIFICATION ◆ DATE OF GRADUATION ◆ PHOTOGRAPHS | <ul style="list-style-type: none"> ◆ DATES OF ATTENDANCE ◆ INSTITUTIONS ATTENDED ◆ PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS ◆ MAJOR FIELD OF STUDY ◆ DEGREES / AWARDS ◆ PHYSICAL FACTORS (HEIGHT AND WEIGHT) ◆ ATHLETIC SCHOLARSHIPS |
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You may also elect to withhold disclosure by the Texas Higher Education Coordinating Board (THECB) of the number of semester credit hours you have taken at The University of Texas at El Paso to other institutions of higher education for the purpose of confirming these hours for transfer and related issues.

If you elect to withhold Directory Information, you will restrict its release for use in such activities as the annual Student Directory publication, mail listings, enrollment/degree verifications for off-campus parties, and commencement-related activities (such as publication in the official commencement program, publication in any college pre-commencement publications, and inclusion in college/department web sites of graduates).

This document must be completed at the Registration and Records Office and will be effective until cancelled in writing by you.

- _____ Do NOT release Directory Information
- _____ Do NOT allow release of semester credit hours taken at UTEP by THECB
- _____ **Remove the nondisclosure of directory information (CONFIDENTIAL restriction)**
- _____ **Remove the nondisclosure of semester credit hours taken at UTEP by THECB (WDI)**

Student's signature: _____ Date: _____

Collection of Personal Information Notice (House Bill 1922)

With few exceptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Policy 139 (UTS139). The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

Please return this form to the Enrollment Resource Center or to the Registration and Records Office.

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| R&R (REV.3/20) UTEPSoC (all) | Date Processed: | Processed by: |
|--|-----------------|---------------|