

# CHANGE OF PERSONAL INFORMATION

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It is your responsibility to notify Seattle Pacific University of any changes to your permanent or mailing addresses. This will enable the University to forward important materials and information to you.

Addresses, phone numbers, preferred names, and more can be changed online through the Banner Information System.

If you wish to change your legal name (e.g., due to change in marital status), legal sex, or update your birth date in your University records, you will need to provide the Office of the Registrar with the Change of Directory Information form along with legal documentation for the change. See the Office of the Registrar website (<http://spu.edu/administration/office-of-the-registrar/>) for more detailed information.

A primary function of the Office of the Registrar is to uphold academic integrity by ensuring that records of a student's course registration, course completion, and grades are accurate and comprehensive. Therefore, academic history data are not subject to erasure by request under the European Union General Data Protection Regulations or any other regulation.