



ONU Registrar's Office Change to Printable Directory



For an **addition** to your staff, please mark the **addition** box and complete the fillable boxes below.

If your department has experienced a **change** in staff, please mark the **change** box as well as indicate the new information in the fillable boxes below. If necessary, please include the person to be removed in the comments section.

If you need to **delete** a person from your department, please mark the **delete** button and indicate what information needs deleted.

Once completed, please e-mail the form to registrar@onu.edu.

- | | | | |
|-----------------------------------|---|--|--|
| <input type="checkbox"/> Addition | Section of Directory requiring the change; please indicate ALL sections that apply. | <input type="checkbox"/> Academic Department | <input type="checkbox"/> Administration & Services |
| <input type="checkbox"/> Change | | <input type="checkbox"/> Class 5 listing | <input type="checkbox"/> Emeritus |
| <input type="checkbox"/> Delete | | <input type="checkbox"/> Hours of Operation | |

Name: **Building:** **Room:**

Department: **Extension:**

Hours of Operation: **Job title:**

Comments:

Signature Required:

Upon completion of this form, please save and email as an attachment to either Andrea Richardson or Kris Shoemaker in the Registrar's Office.

Registrar's Use Only _____