



CENTRAL OREGON
community college

Admission and Records

Email: welcome@cocc.edu

Phone: (541) 383-7500

Fax: (541) 318-3700

2600 NW College Way • Bend, Oregon 97703

REQUEST FOR NON-DISCLOSURE OF STUDENT INFORMATION

Student Name

COCC ID

Street Address

City, State, & Zip

Current Phone

Current College policy allows the release of certain information on students, called "directory information." This includes name, mailing and email address, telephone number, enrollment status, major, degrees and honors conferred, dates of attendance and most recent previous school attendance. The policy is described in detail in the College Catalog on COCC's website.

By completing and submitting this form to COCC's Admissions and Records office you are requesting that such directory information not be released to anyone, including announcements to newspapers of graduation or honor roll status, no listing in commencement program. This includes, but not limited to, announcements to newspapers regarding graduation or honor role as well as inclusion in the commencement program.

Additionally, this request **prohibits** COCC faculty and/or staff from discussing your admissions, advising, registration, financial aid, payment or other status over the telephone or email. **All business related to you as a student will need to be conducted in person, by you, with picture ID required.** As a current student, you can still access your online student services account for registration, payment, financial aid and related activities (online access expires after one year of no enrollment activity). Please note that directory information will be used for internal and confidential College reports, campus research and college business related mailings.

This request remains in effect until you submit the signed Request to Remove Non-Disclosure Hold on Student Account form, in person with your Student ID, indicating that directory information may be released.

Student Signature: _____

Date: _____

Return this form in-person with photo identification, or a notarized copy via certified mail, to the Admissions and Records office on the Bend, Redmond, Prineville or Madras campuses.