



**Office of the Registrar
Pauling Hall
1 University Drive, Aliso Viejo, CA 92656**

INSTRUCTIONS FOR COMPLETING CHANGE OF ADDRESS FORM

- Please use one form for each address change.
- The effective date of the new address should be completed. You should also indicate the ending date for the new address if you know it. Please submit a new address as soon as possible.
- **The Campus Address is the address to which all mail will be sent during the school year.** If you do not have a Campus Address in effect, mail will be forwarded to you permanent/home address. Final Spring grades and billings for fall session will be sent to your permanent address.
- **The Home/Permanent Address is the address where we can always reach you.** Frequently, the university mail is sent to this address if your mailing address is missing or incorrect, and after the end of the school year. Enter a parent's address or relative address as a permanent address.
- **Mailing Address** is the address where we can reach you after the end of the school year if it's only different from your permanent/home address.
- **The Parent/Guardian Address is used only if it's different from the permanent address.**
- **Emergency Contact** is the name and telephone number of an individual(s) we can contact in an emergency, which involves the student.
- Please return the Change of Address form to the Office of the Registrar at *Pauling Hall*.