

## 1.20 RECORDING OF NAME AND ADDRESS CHANGES

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Any changes in a student's name or address must be timely reported to the Office of the University Registrar (DuBourg Hall, Room 022) by the methods listed below. All official notices will be sent to local addresses, and failure to receive notices, through neglect in changing address, will not be accepted as an excuse.

To change your name, log in to your mySLU account and click on the AskSLU app. Search "Student Personal Information" in the search box to find the form. Complete the request and upload documentation required for name change.

To update your address, log in to Banner Self Service and select "Personal Information." Update address and save.