



Notice to Deny Disclosure of Directory Information

Form may be emailed from student email address to ccadmissions@yosemite.edu
or be delivered in person to Admissions and Records with a picture ID

First Name: _____ Middle Initial: _____ Last Name: _____

Student ID: w _____ Birthdate: _____ Phone: _____

In accordance with Yosemite Community College Board Policy **5040** regarding the release of student information, Columbia College may release the following directory information *without* a student's written consent:

Directory Information: Student's Name
Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members
Major (Academic program)
Start/end date of enrollment
Part time/Full time enrollment (Current and past semesters)
Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's/President's List recognition
Units/credits completed (Current and past semesters)
Awards received, including type of degree or certificate awarded/date awarded

Unless a student gives the college written consent to release other non-directory information, this is the only information that can be released. The Admissions and Records Office at Columbia College receives frequent inquiries about our students from potential employers, companies that perform background checks for potential employers, credit card companies, and banks. Unless we have a request from a student that prohibits us from releasing the directory information, we are authorized to release it.

Students, however, have the prerogative to request District colleges to block the release of directory information. If the colleges receive a request to **block** the release of directory information, they will not release directory information to any person or company. In addition to **not** releasing directory information to any person or company, the colleges may not print your name (without your written consent) in theatrical, musical, or athletic programs, in the commencement program, or as part of the President's List that recognizes students for scholastic achievement.

Select ONE of the following options:

- I request Columbia College **block** the release of directory information.
- Please **REMOVE** the security block from my records. I authorize the release of directory information.

Please also indicate if you participate in any of the following programs:

**Note: By selecting a program Admissions and Records will forward this request so their records will be blocked also.*

- Athletics DSPS EOPS Other _____

Student Signature: _____ **Date:** _____

OFFICE USE ONLY		<input type="checkbox"/> Added to Database
Staff Initials: _____	Date: _____	<input type="checkbox"/> Sent to Departments
		<input type="checkbox"/> UTEC