

## **STUDENT RECORDS: NAME, ADDRESS, PHONE, EMAIL**

The Registrar's office oversees student record information including student bio/demo data such as name, address, and contact information. Students have access most information via myWCU self-service.

### **Change Address**

All current students must utilize myWCU self-service to change their home or local addresses.

Information to know:

- Changing your address from out of state to in state does not establish residency. Residency applications are available at the Registrar's office and on the website.
- If students are student-employees at WCU they need to contact Payroll if they need to change the address used to receive paychecks. MyWCU does not link to their payroll information.

Log into myWCU and go to the Useful links section and click on "Change my Address"

#### **Useful Links**

<a href="#">Enroll in a Class</a>	<a href="#">Degree Progress Report</a>
<a href="#">My Class Schedule</a>	<a href="#">What-If Degree Progress Report</a>
<a href="#">Grades</a>	<a href="#">Order Official Transcript</a>
<a href="#">Enrollment Verification</a>	<a href="#">Unofficial Transcript</a>
<a href="#">Apply for Graduation</a>	<a href="#">My Academics</a>
<a href="#">Change my address</a>	

This takes you to the personal address page.

Personal Information	Security	Credentials	Participation
addresses	names	phone numbers	email addresses
			demographic information

## Addresses

---

Use the Add a New Address button to add your local address if it isn't already recorded. Use edit button to change your home and local address information.

Changing your address from out of state to in state does not establish residency. Residency applications are available at the Registrar's office and on the website

If you are a WCU student-employee please contact Payroll if you need to change the address used to receive paychecks.

Address Type	Address		
Home	Address 1 City, PA 19433 15	<a href="#">edit</a>	

[ADD A NEW ADDRESS](#)

Select to edit your home address, add a local address, or edit an already existing local address.

Please note that all students are required to have a home address on record, and you will be unable to remove your home address all together.

Former students who do not have access to myWCU can utilize the change of bio/demo form to change the address on file with the university.

## Change Phone Number, Email Address:

Students can edit this information in myWCU.

Log into myWCU and go to the Useful links section and click on "Change my Address"

### Useful Links

<a href="#">Enroll in a Class</a> <a href="#">My Class Schedule</a> <a href="#">Grades</a> <a href="#">Enrollment Verification</a> <a href="#">Apply for Graduation</a> <a href="#">Change my address</a>	<a href="#">Degree Progress Report</a> <a href="#">What-If Degree Progress Report</a> <a href="#">Order Official Transcript</a> <a href="#">Unofficial Transcript</a> <a href="#">My Academics</a>
--	--

This takes you to the personal address page, you can then click on the phone numbers and email addresses tab to enter that information.

Personal Information	Security	Credentials	Participation	
addresses	names	phone numbers	email addresses	demographic information

## Change Name

- To change your name WCU students must complete the Change of bio/demo information form.
- To change your name, a legal document such as a marriage license, new driver's license, birth certificate, etc. is required.
- Students must sign the bottom of the bio/demo form and return it to the registrar's office. The form can be faxed to 610-436-2370, dropped off at our office in 25 University Ave. or emailed to [registrar@wcupa.edu](mailto:registrar@wcupa.edu)