Policy:
Directory Contact Restriction

Restricting Your Information from the All-Campus Printed Directory

Each fall, UWM publishes a printed campus directory that includes students as well as faculty and staff. If you choose to participate, the directory includes your name, address, phone number, and email. The addresses and phone numbers that will appear in both the printed and on-line directories will be determined in the following order of precedence:

- If you live on-campus in a Sandburg Residence Hall that address and phone number will automatically be listed.

- If you live off-campus, the addresses and phone numbers published in the directories will be determined by what you've entered in your PAWS account. Mailing address and phone number will be the first choice but, if no mailing address has been entered on PAWS, your home address and phone number will be included.

- If you are both a student and a UWM employee (such as a teaching assistant), your staff information will still appear in the on-line and printed directories unless you have indicated to the Payroll Office that you wish to have your home address and phone information restricted. If you wish to suppress your home address/phone information as a UWM staff member, go to the Payroll Office in Engelmann Hall and fill out a "Home Address and Telephone Number Change Form" and specify that you do not want your home address information listed.

If you DO NOT wish to have your information included in the printed or on-line directories, you may restrict this information within your PAWS account using the following steps:

1. Login to PAWS

2. The "Current Addresses" page is displayed. Beneath the instructions, you will see bolded text that says "Restrict Name and Address from Campus Directory" followed by "Yes" and "No" buttons indicating whether or not your information is restricted.
3. If you wish to change the status of your restriction, click on the link below this text that says "Change Campus Directory Restriction." A new page will open and you can simply click on the "Yes" button to prevent your information from being included in the printed and on-line campus directories.

**NOTE:** This process does not prevent the responsible offices from releasing directory information to third party requestors unless a full request to withhold directory information has been filed with the Department of Enrollment Services.

Students that have previously filed a request to withhold directory information through the Department of Enrollment Services will not be included in the printed or on-line directories, even if you have not chosen to restrict your information from the All-Campus Directories using the procedures outlined above.