



California Health Sciences University

CHSU STUDENT PERSONAL AND EMERGENCY CONTACT INFORMATION POLICY

CHSU has an obligation to be able to contact a student and/or a designated contact person in any case, including an emergency or other situation, affecting the welfare of the student. All students are always required to maintain accurate student and emergency contact information and required to update and/or review that information at least annually.

Student can update their address and emergency contact by following one of the options below:

1. Accessing and downloading the Registrar Forms for Emergency Contact Information and Change of Address located in BrightSpace, the student learning management system. These forms must be submitted to the Office of the Registrar in person or emailed to Registrar@CHSU.edu;
2. Logging into their Student Portal.

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- Policy Owner: Provost
 - Effective Date: 7/23/2019
 - Approval by the Provost Date: 7/23/2019