

Every Mansfield University student has a home address listed on the Datatel (student data) system. If a student lives anywhere other than home during the academic year, he or she also has a local address listed on the system. All correspondence from the University to the student is sent to the student's local address during the school year. If a student does not have a local address on the system (which is perfectly fine if the student truly lives at home and commutes to school), then the home address becomes the local address by default, and the correspondence is sent there.

Many students fail to notify Academic Records or The Housing Office when their addresses change. If a student wishes to change a HOME address, he or she should contact the Registrar's Office either in person, through a phone call, or by going to the Registrar's Office home page to print off a Change of Address form to mail or drop off. If a student wishes to change a LOCAL address (this includes dorm and any type of local, off-campus housing), he or she should contact the Housing Office.

It is absolutely vital that all students, including student teachers, update their addresses with the appropriate offices on campus so they can receive the important Commencement information in a timely manner.

1. If the student teacher is residing at home during their assignment, and lived in a dorm or some other type of local, off-campus housing during the previous semester, then he or she should contact the Housing Office prior to the start of the semester so their current LOCAL address can be end-dated. All University correspondence will then be sent home during the semester, as the home address will become the default local address. If the student teacher is residing at home and he or she needs to change his or her home address due to a move, he or she should contact the Registrar's Office to submit a change of HOME address.
2. If the student teacher is residing in a dorm or some other type of local, off-campus housing other than HOME – even if this housing is an hour away from Mansfield – as long as it is not “home,” the student should contact Housing if their LOCAL address is changing during their student teaching semester. All correspondence from the University will then be sent to this local address.
3. If the student teacher has only ever resided at home during their university experience, and he or she is going to also live at home to student teach, then the student should contact the Registrar's Office only if his or her home address has changed due to a move.

Residence Life & Housing	Academic Records (Registrar's Office)	Educational Field Experiences
120 Pinecrest	224 South Hall	205 Retan Center
570-662-4934	570-662-4202	570-662-4024
http://mansfield.edu/residence-life/	http://esd.mansfield.edu/registrar/	bmclure@mansfield.edu