

Updating Your Address and Phone Number

It is the **student's responsibility** to keep their address and phone number information current at all times.

Students may update their addresses and phone numbers one of two ways:

- 1) On-line via their OnePort account
- 2) In person in the OneStop Center located in University Hall

All students are required to have a valid permanent (PR), billing (BI) and local mailing address (MA) even if the same address is listed for all three of these address types. Failure to do so could result in a registration hold being placed on your account. We also encourage students to update any parent or next of kin address information, if applicable, so it is on file in the event of an emergency. Students may view, update or add addresses by logging into their OnePort account and going to the *Personal Information* menu page. Then, select **Update/View Addresses**.

In addition to parent information, the University is attempting to collect Emergency Contact Information for all currently enrolled students. Please visit the **Update Emergency Contact** link on the *Personal Information* menu page. The Emergency Contact person could also be a parent or guardian but it gives you the option to designate a spouse or some person, other than yourself, as the person to contact in the event of an emergency.

Address types are defined as follows:

Local Mailing Address:

This address would be where you live while attending UNCA and where you can be reached while the semester is in session. Students who live in the Residence Halls will have a RH address type that serves this purpose.

Billing Address:

This address would be where you need your billing information sent.

Permanent Address:

This address would be where you live when the semester is not in session and where you consider your home to be. **Please note: Changing your permanent address from an out of state address to a North Carolina address does NOT automatically change your residency status for tuition purposes.** Students must submit a Residence and Tuition Status application to the Office of the Registrar before their residency status will be reviewed.

Phone Numbers:

Students are encouraged to provide a valid phone number for each address. Cell phone numbers are acceptable if that is the primary phone number at which a student can be reached.