

# STUDENT INFORMATION

## Change of Address

Students are expected to notify the Office of the University Registrar of any change in their local or permanent address. Change of address can be completed online at <http://app.testudo.umd.edu/main/profile/> or forms are available at the following places:

- Student Financial Services and Cashiering, Room 1135, Lee Building
- Office of the University Registrar, Front Counter Services, Clarence M. Mitchell, Jr. Building

Please be advised that changing your permanent address could affect your residency status for tuition and billing purposes. For further information about these potential implications, please contact Residency Reclassification Services at [resclass@umd.edu](mailto:resclass@umd.edu).

## Email for Official Communication

The University of Maryland has adopted email as the primary means for sending official communications to students. Academic advisors, faculty, and campus administrative offices use email to convey important information and time-sensitive notices. All enrolled students are automatically provided a university email address, and email must be checked on a regular basis. Failure to check email will not excuse a student from missing announcements or deadlines.

For undergraduate students, the university provides the TERPmail system for academic and personal use. UMD students keep their TERPmail accounts after graduating from the university. For more information about TERPmail visit <http://terpmail.umd.edu>.

For graduate students, the university provides UMD Gmail faculty/staff accounts because so many serve as teaching, research, and administrative assistants, and the IT standard on institutional email requires that university business be conducted via UMD Gmail. Because UMD students may keep their TERPmail accounts after graduating from the university, TERPmail accounts are also provided for graduate students.

## Identification Cards

The photo ID card is issued once a student first registers for classes. This card is to be used for the entire duration of enrollment. Knowledge of your UID number is required to obtain a UMD ID card. A valid photo ID (i.e., State Driver's License, Passport, etc.) must be presented at the Office of the University Registrar Front Counter Services. Students who are not currently registered may not receive a UMD identification card. The photo ID card can be used by students for admission to most athletic, social, and cultural events, to withdraw books from the libraries, and as a general form of identification on campus.

There is a \$20 charge for a replacement ID card in cases where the card is lost, stolen, has intentional damage (e.g., holes punched in the card, snapped in two, etc.), or the cardholder wishes to retake their photo. The replacement fee is waived in cases where the replacement is due to normal wear and tear (i.e., the barcode is no longer visible or the magnetic strip is non-functioning). A replacement ID card can be obtained from the Office of the University Registrar, First Floor, Clarence M. Mitchell, Jr. Building, Monday - Friday, 8 a.m. - 5 p.m.

It is the responsibility of the cardholder to keep their ID card safe and secure and to deactivate a lost or stolen ID card. You should immediately

deactivate your ID card (<http://idcard.umd.edu/lost/user/>) to prevent use by unauthorized individuals. The university assumes no responsibility for misuse of your card, or for charges to your accounts due to your ID card being lost or stolen.

Once deactivated, you must obtain a new ID card at the Office of the University Registrar, First Floor, Clarence M. Mitchell, Jr. Building, Monday - Friday, 8 a.m. - 5 p.m. The charge for a new ID card is \$20. A deactivated ID card cannot be reactivated.

**For additional information go to:** <http://registrar.umd.edu/grades-records/student-information/university-id-cards/>.

## Student ID Numbers

University of Maryland assigns all students a unique nine-digit university identification number (UID). The UID is the student identifier for most university transactions. Use of the Social Security number security number is limited to necessary business transactions or where it is required by law.

**Refer to policy for details: Policy Number: VI-26.00(A) University of Maryland Policy on the Collection, Use and Protection of ID Numbers**