How to Add or Update Addresses

2) Click on **Student Center.** The Student Center page appears.

Sammy's Student Center

🛈 Student Advising Summary

▼ Academics

Search
Plan
Enroll
My Academics

	📅 Deadlines	🔗 URL

2008 Fall Quarter Schedule

	Class	Schedule
📅	BIOL 280A-01 SEM (23085)	Room: TBA

weekly schedule ▶

enrollment shopping cart ▶

[more links...] ▾ (Go)

SEARCH FOR CLASSES

▼ Holds
No Holds.

▼ To Do List
180 Credit Requirement
2007-08 FAFSA Received
2008-09 FAFSA Received
Amer Hstry & Inst Requirment
Senior Residence Requirement
Subject A Requirement

details ▶

▼ Finances

My Account
Account Inquiry

Financial Aid
View Financial Aid
Accept/Decline Awards
Report Other Financial Aid

[more links...] ▾ (Go)

Account Summary

You owe 2,742.79.

▪ Due Now   0.00
▪ Future Due   2,742.79

Currency used is US Dollar.

▼ Enrollment Dates
Enrollment Appointment
You may begin enrolling for the 2008 Fall Quarter Regular Academic Session session on May 20, 2008.

details ▶

▼ Personal Information

Emergency Contact
Privacy Policy

[_____] ▾ (Go)

Addresses
Email Addresses
Phone Numbers
Privacy Settings
more links...

Contact Information

Mailing Address
707 41St Ave.
Santa Cruz, CA 95062

Billing Address
707 41St Ave.
Santa Cruz, CA 95062

Phone Numbers
224/730-5432

Campus Email Address
ekulczyk@ucsc.edu

3) In the Personal Information section, choose **Addresses** from the drop down menu. Click "Go."

Add an Address

Personal Information | **Security**

addresses | phone numbers | email addresses | emergency contacts

Addresses

View, add, change or delete an address.

Address Type	Address		
Mail	123 Sample St Santa Cruz, CA 95062	edit	
Billing	123 Sample St Santa Cruz, CA 95062	edit	delete
Permanent	123 Sample St Santa Cruz, CA 95062	edit	
Residence	123 Sample St Santa Cruz, CA 95062	edit	delete

ADD A NEW ADDRESS

4) To add an address, click **Add a New Address**.

Edit Address

Country: United States   Change Country

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

OK   Cancel

4a) If the address is in the United States, skip to step 4c. If the address is not in the United States, click **Change Country**.

Look Up Country

Search by: Country   begins with U

Look Up   Cancel   Advanced Lookup

Search Results

View All   First   1-100 of 247   Last

Country	Description
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALA	Aland Islands
ALB	Albania
AND	Andorra

4b) Scroll through the list to pick the country, or enter the first letter in the country name and click **Look Up**.

Edit Address

Country: United States   Change Country

Address 1: 990 Slug Drive

Address 2:

Address 3:

City: Capitola   State: CA   California   Postal: 95010

County:

OK   Cancel

4c) Enter the address and click **OK**.

Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address

990 Slug Drive
Capitola, CA 95010   Edit Address

Date new address will take effect 02/26/2009 (example: 12/31/2000)

SAVE

Return to Current Addresses

Address Types

- ☑ Mail   *
- ☐ Billing
- ☐ Permanent   *
- ☐ Foreign
- ☑ Residence   *

4d) Select the address type(s) for this address. Definitions of each address type can be found in *The Navigator* under "Address Changes."

4e) Enter the date the new address should begin to be used.

4f) Click **Save**.

Add a new address

Save Confirmation

✔ The Save was successful.

OK

4g) This screen confirms the address was saved. Click **OK**.

Update an Address

5) To update an address, click the **Edit** button next to the address.
Follow steps 4a – 4g above.

Delete an Address

6) To delete an address, click the **Delete** button next to the address. Some address types are required and so cannot be deleted, only updated.

6a) Enter the date after which this address should not be used.

6b) Click **Delete**.

6c) Click **Yes - Delete**.