

## Adding or Updating Your Address


For University purposes, we encourage you to keep your addresses current to ensure delivery of important campus mailings. Follow the guidelines below to guarantee your address meets the US Post Office format standards. Failure to use this format may result in your mail being undeliverable.

### Formatting Guidelines


1. Omit all punctuation (i.e. hyphens, periods, etc.) in your address
2. Use the following abbreviations for street, road, etc.
  - a. Road = Rd
  - b. Street = St
  - c. Avenue = Ave
  - d. Drive = Dr
  - e. Boulevard = Blvd
  - f. Circle = Cir
3. The following are acceptable unit designators:
  - a. Apartment = Apt
  - b. Building = Bldg
4. The apartment number must follow the street address on the same line
  - a. Example: 101 Main St Apt 2
5. Numbered streets should not be spelled out
  - a. Example: 1<sup>st</sup>, 2<sup>nd</sup>, 10<sup>th</sup> not First, Second, or Tenth
6. The following are acceptable directional abbreviations. Use the appropriate with no punctuation.
  - a. North = N
  - b. South West = SW

**Note:** If you want all University mail delivered to the same address, simply complete and submit the **Change of Home Address** form online or go to the Registrar's Office, Dempsey Hall, Room 130. It's not necessary to have a Local and Billing address identical to your Home address when you want all university mailings to go to the Home address.

### To Add an Address

1. Log on to Titan Web
2. Select  from the drop down box located under Personal Information in the Student Center. Click  to proceed.

3. Click on . Enter your address information and click .



Address Types	
<input checked="" type="radio"/>	Home *
<input type="radio"/>	Billing
<input type="radio"/>	Local

4. Select an address type and click .

### To Update an Address

1. Follow Steps 1 & 2 above.
2. Click on  to the right of the address you wish to update.
3. Enter your address information and click .
4. Click  on the confirmation page.

## To Delete an Address

1. Follow Steps 1 & 2 above.
2. Click on **DELETE** to the right of the address you wish to delete.
3. If the address displayed is the one you want to delete, click **DELETE** again.
4. Click **YES - DELETE** on the Confirmation page.