

**PLEASE
DO NOT EMAIL forms.
Send by fax or campus mail.**

Return Vickie Puffer
completed External Relations, GVH 102
forms to: FAX: 888-5707
Questions? 888-4358

To CHECK YOUR CURRENT LISTING, GO TO: www.vinu.edu/contact

VU PHONE DIRECTORY INFORMATION

CHANGE OF INFO

*USE THIS FORM TO MAKE CHANGES TO YOUR
CURRENT LISTING IN THE VU PHONE DIRECTORY.*

ALL INFORMATION IS SUBJECT TO VERIFICATION AND EDITING.

Date: □□□□□

If you have more than 1 job title, please use a separate form for each.

REV 04/15/2008

PLEASE PRINT CLEARLY

<i>Last Name</i> □□□□□	<i>First Name</i> □□□□□	<i>Middle Name</i> □□□□□
<i>If you are reporting a name change, please give your name as previously listed in the directory:</i>	□□□□□	

FILL OUT ONLY THE ITEM(S) THAT NEED TO BE CHANGED

Official Job Title: □□□□□

**JOB TITLE reviewed
& approved by HR:**

CHECK ONLY 1

Instructional Services/Divisions & Academic Areas

- Business/Public Service Division*
- Health Sciences/Human Performance Division*
- Humanities Division*
- Science/Mathematics Division*
- Social Science/Performing Arts Division*
- Technology Division*
- Continuing Studies*
- Learning Resources*
- Jasper Campus (all areas)*

All Other Areas

- Presidential Services*
- Financial Services*
- Workforce Development & Community Services*
- Instructional Services*
- Instructional Services/Academic Affairs*
- Instructional Services/Student Affairs*

Name of Office/Department: □□□□□

Building Code: □□□□□

Room #: □□□□□

Email: □□□□□

Phone: □□□□□

Fax: □□□□□

VU Cell: □□□□□

PERSONAL INFORMATION – OPTIONAL

Home Address

□□□□□

Home City/State/Zip

□□□□□

Home Phone

□□□□□

OTHER PERTINENT INFORMATION

□□□□□