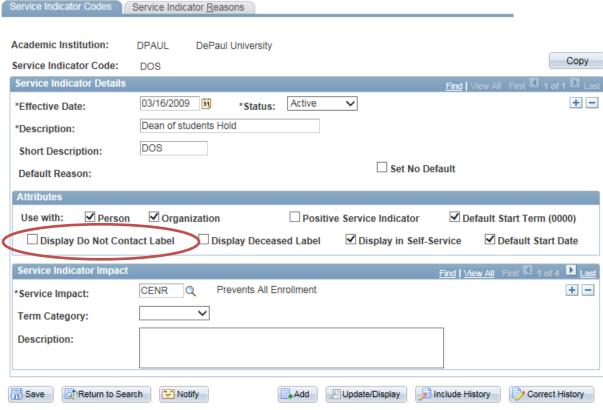
## **Do Not Contact Service Indicator Label**

A "Do Not Contact" label, similar to that of a "Deceased" student would be applied to students the university wishes to limit communication. It was determined that if the student is still "Active", then the contact information would not be altered. However, if the student becomes "inactive", then the primary contact information would be moved to the other address or other email field and the primary would be replaced with a nocontact@depaul.edu email address or a NO Contact home address.

The Dean of Students office would make the determination of who will get the indicator and that the request would be sent to the Registrar for application. The indicator would need to be set up so that it may be hidden from the student's view.

Other areas would have to be trained and/ or made aware of this new indicator so that they may fit it into their practices of contacting students. In some cases it may be necessary and other cases not and each department should be responsible for adjusting their student communication lists accordingly.

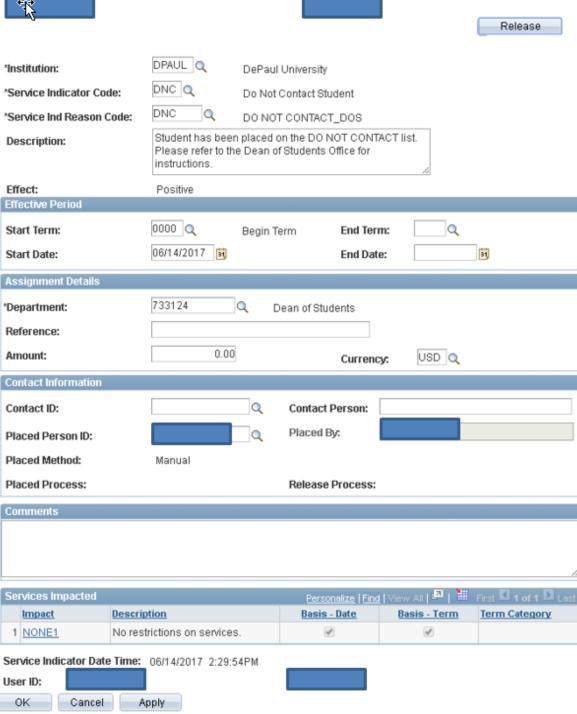
Attribute added to allow a Do Not Contact Label to be applied.



Service Indicator Codes | Service Indicator Reasons

## Apply Do Not Contact Service Indicator screen:

## Edit Service Indicator



Label will appear similarly to the Deceased Label shown on all pages in Campus Connect for the student.

