

County College of Morris
Dept. of Health, Exercise Science and Dance
Student Contact Information

The information on this form will be used by your professor to communicate relevant course information ONLY. This information will not be shared with any person or organization outside of CCM.

PLEASE PRINT ALL INFORMATION!

Name: _____

Course: _____

Street Address: _____

Section: _____

Town, Zip: _____

Semester: ___ Fall ___ Spring ___ Summer

Year: _____

Student ID #: _____ (This is NOT your Social Security Number!)
BY THE END OF THE SECOND WEEK OF CLASSES, YOU MUST PROVIDE YOUR INSTRUCTOR WITH A COPY OF YOUR CURRENT CCM STUDENT ID. THIS ID MUST HAVE A CURRENT SEMESTER STICKER.

Daytime Telephone: _____ Is it ok to leave messages about grades or other sensitive course information? ___ Yes ___ No

Evening Telephone: _____ Is it ok to leave messages about grades or other sensitive course information? ___ Yes ___ No

Cell Phone: _____ Is it ok to leave messages about grades or other sensitive course information? ___ Yes ___ No

E-Mail:

(Please be sure that your e-mail address is readable; make sure zeros and the letter O are noted differently.)

1. Student CCM e-mail address: _____ @student.ccm.edu

User names are in the format *lastname.firstname* (no spaces, hyphens, or apostrophes, and are limited to 17 characters. Password is the last 4 digits of your Student ID number (NOT your SSN).

NON-SENSITIVE COURSE INFORMATION WILL BE SENT TO THE ABOVE E-MAIL ADDRESS. THIS MAY INCLUDE ASSIGNMENTS AND OTHER IMPORTANT INFORMATION. THIS IS THE "OFFICIAL" E-MAIL ADDRESS THAT YOUR PROFESSOR WILL USE FOR THIS INFORMATION!

Is it ok to send grades and other sensitive information to the above e-mail address? ___ Yes ___ No

2. Other e-mail address: _____

NON-SENSITIVE COURSE INFORMATION MAY BE SENT TO THIS E-MAIL ADDRESS, BUT ONLY THAT INFORMATION SENT TO YOUR STUDENT CCM E-MAIL ADDRESS WILL BE CONSIDERED "OFFICIAL."

Is it ok to send grades and other sensitive information to the above e-mail address? ___ Yes ___ No

NOTE: If you indicate that grades and other sensitive information may not be given by telephone messages or by e-mail, you may not receive this information in a timely manner.

If any of the above information changes during the semester, be sure to let your professor know immediately!

I understand that important course information will be sent to my student CCM e-mail address. I will check this address regularly to be sure that I receive important course information in a timely manner.

Your Signature

Today's Date