

Removing personal information from the UNCO directory:

Addresses and Phones

Primary: Current:

Type of Address to Insert:

5. On the new webpage, check the box under Unlisted. Then click the Submit button at the bottom of the page.

6. Even though it looks like it is just unlisted the phone number, it will actually remove all of your directory information from URSA. It will take overnight for your record to be removed from the student listing in URSA. There is no way to reverse this process once it is unlisted, it cannot be relisted.