



## HELP US TO PROTECT YOUR RECORD!

In order to prevent others from gaining access to your record, you must give the Admissions and Records Office a four digit **Personal Identification Number (PIN)**. Complete the form on the reverse side and return it to the Admissions and Records Office. Once this number has been placed into your computer record, you will have to enter **both** your social security number **and** your PIN in order to register, add or drop classes and to receive grades.

You should submit a significant number that you will **not** forget. *If you do forget* your PIN, you will be required to present a photo ID at the Admissions Office in order to retrieve, change or cancel the number. **Please note that all students are required to have a PIN.**

