Removing personal information from the UNCO directory:

Please note: If you choose to have your directory information removed, you will be required to come to the Office of the Registrar and show valid identification in order to transact business. They will not be able to assist you over the phone or via a non-UNC email address. Please contact the Office of the Registrar at 970-351-2231 for any questions or concerns you may have about the process.

Directions:

1. Log into your Ursa account at https://ursa.unco.edu
2. Click on the Student Tab
3. Under “Personal Information,” click on the link to Update Addresses and Phones
4. Where your address and phone number is listed, you can click on either the “Current” or “Primary” links
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 re-listed.