Changing an Address via SOAR (Students Only)

1. Navigate to your Student Center (Home > Self Service > Student Center)

![SOAR Interface Screenshot]

2. Scroll down to the “Personal Information” section.

3. Click on the Address type link you wish to edit.

![Personal Information Screenshot]

3. Carefully read the “Address Maintenance Policies.”

> READ ME!!!!

Students have the responsibility to maintain accurate biographical data (name, address, phone, email, etc.) for identification and communication of student records. Failure to do so could result in added tuition fees, improper student record identification, and lack of vital university communications.

ADDRESS MAINTENANCE POLICIES

- Address type usage (*denotes student account*)
  - HOME - Primary address for student records and tuition calculation
  - MAIL - Local address for student records if different from HOME address
  - DEGRE - Diploma mailing address for AFTER graduation (approximately 4-6 weeks)
4. If you agree to the policies, click the “I agree” button at the bottom of the page.

   Policy 5 - Undeliverable Mail
   If mail sent to an address is returned undeliverable, the address will be flagged as "inactive" address via SOAR or provide the Registrar's Office or appropriate office with the correct inf

   I agree  I do not agree

5. Click the “edit” button for the address you wish to edit.

   Addresses
   View, add, change or delete an address.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
</table>
   | Home         | 1910 Rose Garden
                | Hattiesburg, MS 39402-8543
                | Lamar      |
   | Campus       | The University of Southern Mississippi
                | 118 College Drive #1910
                | Hattiesburg, MS 39406
                | Forrest    |

6. Make the appropriate edits and click OK.

   Edit Address
   Country: United States Change Country
   Address 1: 1910 Eagle Drive
   Address 2: 
   Address 3: 
   City: Hattiesburg State: MS Mississippi
   County: 

   OK  Cancel

7. Verify that all of the information is correct and click Save.

   NOTE: It will accept misspelled words, so double-check to ensure the spelling and abbreviations are accurate.
8. You will receive a confirmation once you have completed the process. Click OK.