

Changing an Address via SOAR (Students Only)

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



SOAR

Menu

Search:

- My Favorites
- Self Service
 - Payroll and Compensation
 - Campus Finances
 - Student Admission
 - USM Self Service
 - Student Center**
- Records and Enrollment
- Student Financials
- PeopleTools
- USM Utilities

Susie's Student Center

Academics

[My Records](#)
[My Classes](#)
[Plan](#)
[Search](#)
[Schedule Generator](#)

Deadlines [URL](#)

This Week's Schedule

	Class	Schedule
	HIS 499CA-H001 LEC (2112)	Room: TBA

2. Scroll down to the "Personal Information" section.

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



Personal Information

[Demographic Data](#)
[Names](#)
[User Preferences](#)

other personal...

Contact Information

Home:
1910 Rose Garden
Hattiesburg, MS 39402-8543
Lamar
[Home:](#) 601/222-2222

Mail:
None

[USM Campus](#)
susie.blackeyed@

3. Carefully read the "Address Maintenance Policies."

Read Carefully and Confirm Below

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 access)
 *HOME - Primary address for student records and tuition calculation
 *MAIL - Local address for student records if different from HOME address
 DEGREE - 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



5. Click the "edit" button for the address you wish to edit.

Addresses

View, add, change or delete an address.

Address Type	Address	
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:

Address 2:

Address 3:

City: State: Postal:

County:



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.

Change Address

Verify your address information below and select the address type(s) associated with

An asterisk (*) to the right of a type indicates that another address is already associated with this type, you will automatically override the previous address. Any type that is only or is otherwise unavailable for association with an address.

Change Address

1910 Eagle Drive
Hattiesburg, MS 39402-8543

[Edit Address](#)

Date changes will take effect

07/28/2014



(example: 12/31/2000)

→ [SAVE](#)

8. You will receive a confirmation once you have completed the process. Click OK.

Save Confirmation



The Save was successful.

→ [OK](#)