

# How to Add or Update Addresses

1) Sign into your student portal at my.ucsc.edu.

2) Click on My Student Center.

Customize this page: [Content](#) | [Layout](#) Sammy D Slug Thu, Sep 4, 08

**MyUCSC Menu**

- My Student Center
- Accounts and Billing
- Financial Aid
- Academic Resources
- Campus Resources
- Activate UCSC Email Account
- Emergency Management
- WebCT Login
- Campus Calendar
- Accessibility
- Change My Password

**My Student Center**

## My Student Center

[Enrollment, Grades, To Do's, Finances, etc.](#)

MyUCSC now offers **My Student Center**, where you access and manage your academic, financial aid, billing, and personal information at UCSC. It's all here!

For more information on how to find what you're looking for in My Student Center, click the [Help](#) link at the top of this page.

**Sammy's Student Center**

[Student Advising Summary](#)

### Academics

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

more links...

[Deadlines](#) [URL](#)

#### 2008 Fall Quarter Schedule

Class	Schedule
BIOL 280A-01 SEM (23085)	Room: TBA

[weekly schedule](#) ▶  
[enrollment shopping cart](#) ▶

[SEARCH FOR CLASSES](#)

### Finances

**My Account**  
[Account Inquiry](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[Report Other Financial Aid](#)

more links...

#### Account Summary

**You owe 2,742.79.**

- Due Now 0.00
- Future Due 2,742.79

Currency used is US Dollar.

### Personal Information

[Emergency Contact](#)  
[Privacy Policy](#)

#### Contact Information

Mailing Address	Billing Address
707 41st Ave. Santa Cruz, CA 95062	707 41st Ave. Santa Cruz, CA 95062

Phone Numbers	Campus Email Address
224/730-5432	ekulczyk@ucsc.edu

more links...

Addresses  
Email Addresses  
Phone Numbers  
Privacy Settings  
more links...

3) In the Personal Information section, choose **Addresses** from the drop down menu. Click "Go."

# Add an Address

Personal Information Security

addresses phone numbers email addresses emergency contacts

### Addresses

View, add, change or delete an address.

Address Type	Address		
Mail	123 Sample St Santa Cruz, CA 95062	<a href="#">edit</a>	
Billing	123 Sample St Santa Cruz, CA 95062	<a href="#">edit</a>	<a href="#">delete</a>
Permanent	123 Sample St Santa Cruz, CA 95062	<a href="#">edit</a>	
Residence	123 Sample St Santa Cruz, CA 95062	<a href="#">edit</a>	<a href="#">delete</a>

[ADD A NEW ADDRESS](#)

4) To add an address, click **Add a New Address**.

### Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:   Postal:

Country:

[OK](#) [Cancel](#)

4a) If the address is in the United States, skip to step 4c. If the address is not in the United States, click **Change Country**.

### Look Up Country

Search by: Country begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

#### Search Results

[View All](#) First 1-100 of 247 Last

Country	Description
<a href="#">ABW</a>	Aruba
<a href="#">AFG</a>	Afghanistan
<a href="#">AGO</a>	Angola
<a href="#">AIA</a>	Anguilla
<a href="#">ALA</a>	Aland Islands
<a href="#">ALB</a>	Albania
<a href="#">AND</a>	Andorra

4b) Scroll through the list to pick the country, or enter the first letter in the country name and click **Look Up**.

### Edit Address

Country: United States [Change Country](#)

Address 1: 990 Slug Drive

Address 2:

Address 3:

City: Capitola State: CA California Postal: 95010

Country:

[OK](#) [Cancel](#)

4c) Enter the address and click **OK**.

**Addresses**

**Add a new address**

Verify your address information below and select the address type(s) associated with it on the right.

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

**Add a new address**

990 Slug Drive  
Capitola, CA 95010 [Edit Address](#)

Date new address will take effect: 02/26/2009 (example: 12/31/2000)

**SAVE** [Return to Current Addresses](#)

**Address Types**

- Mail \*
- Billing
- Permanent \*
- Foreign
- Residence \*

4d) Select the address type(s) for this address. Definitions of each address type can be found in *The Navigator* under "Address Changes."

4e) Enter the date the new address should begin to be used.

4f) Click **Save**.

**Add a new address**

**Save Confirmation**

The Save was successful.

**OK**

4g) This screen confirms the address was saved. Click **OK**.

## Update an Address

Address Type	Address		
Mail	990 Slug Drive Capitola, CA 95010	edit	
Permanent	123 Sample St Santa Cruz, CA 95062	edit	
Residence	990 Slug Drive Capitola, CA 95010	edit	delete

ADD A NEW ADDRESS

5) To update an address, click the **Edit** button next to the address. Follow steps 4a – 4g above.

## Delete an Address

6) To delete an address, click the **Delete** button next to the address. Some address types are required and so cannot be deleted, only updated.

Delete Address

Delete Billing Address

123 Sample St  
Santa Cruz, CA 95062

Date delete will take effect: 02/26/2009 (example: 12/31/2000)

DELETE [Return to Current Addresses](#)

6a) Enter the date after which this address should not be used.

6b) Click **Delete**.

Delete Address

Delete Confirmation

? Are you sure you want to delete this address (Billing)?

YES - DELETE [NO - DO NOT DELETE](#)

6c) Click **Yes - Delete**.