

Updating Institutional Demographic Data

Data Operations Committee

4/2/18

Accurate data is critical to the operation of the College. Our outreach and data analysis efforts depend on this information being correct.

Additionally, our constituents think of us as one college, not a collection of offices. When they want to update their information, they expect to notify one office, not several offices individually. To facilitate information sharing, offices share constituent data through our central information system, Colleague.

While many offices use the information stored in Colleague, demographic information is only updated by the four offices listed in the table below. If one of our constituents reaches out to you about an update to their demographic information, please pass this information on to the appropriate office.

It is possible for a constituent to fall into multiple categories - for instance an employee who is also taking classes. In this case, you should contact the first applicable office in the table below. In this example, Human Resources would be responsible for updating the data.

Category	Office Responsible	Contact Information
Union Employees	Human Resources	hr@union.edu x6108
Current Students	Registrar	registrar@union.edu x6109
Parents of Current Students	Registrar	registrar@union.edu x6109
Parents of Former Students	Advancement Information Services	as@union.edu x6756
Alumni	Advancement Information Services	as@union.edu x6756
Prospective Students	Admissions	admissions@union.edu x6112
Friends	Advancement Information Services	as@union.edu x6756