

Getting Married?

2019-2020

**Congratulations on your engagement and upcoming marriage!
Here is some important information to keep in mind:**

1. Students who plan to marry while enrolled in the Undergraduate School must schedule the ceremony during the winter or summer break periods.
2. No wedding is allowed while the fall or spring semesters are in session.
3. Any questions regarding this policy can be directed to the Student Development office located on Culby 2. You can contact Student Development at studentdevelopment@moody.edu or by phone at 312/329-4193.

Before you are married...

Any change in your account information is your responsibility as a student. Visit the following departments **before** being married:

✓	Department	Information
	Residence Life Culby 2 housing@moody.edu	-Contact the Assistant Dean of Housing if you desire to apply for married housing in Jenkins Hall.
	Counseling Smith 3 counselingservices@moody.edu	-Premarital counseling is provided based on availability. Contact the Counseling department for more information.
	International Student Office (ISO) Culby 2 ISO@moody.edu	-Any international students or MK's must contact the Assistant Dean of International Students regarding prospective marriage.
	Student Insurance Culby 2 studenthealthinsurance@moody.edu	-For more information about enrolling in MBI's health insurance as a married couple, please contact the Student Health Insurance Coordinator.

Getting Married?

2019-2020

After you are married...

Any change in your account information is your responsibility as a student. Visit the following departments *in the order they are listed after* being married:

✓	Department	Information
	Academic Records Culby 2 academicrecords@moody.edu	<ul style="list-style-type: none"> - To update your marital status, bring a copy of your marriage certificate to Academic Records or email a copy to arecords@moody.edu. - Academic Records will also change your last name upon request with a copy of your marriage certificate or an updated state ID. - If you would like to grant your spouse access to your student bill and/or academic record (optional), you must complete the online FERPA Authorization form, which permits Moody to disclose information related to your student bill and/or academic record to your spouse.
Contact the following departments after your name has been changed in your my.moody portal		
	Facilities Crowell Basement facilities@moody.edu	-If you have decided to change your last name, visit the facilities office to update your ID at no charge .
	Information Technology Systems (ITS) ITS Support Center Sweeting 1 or Crowell 3 ITS@moody.edu	<ul style="list-style-type: none"> - After Academic Records has changed your legal name in myMoody, please email ITS@moody.edu. -Explain that you would like your MBI email address & Blackboard account to reflect your new name. - Your username will remain the same.
	Student Programs ASC 2 Studentprograms@moody.edu	-Married couples who are both attending MBI have the option of receiving only 1 yearbook. Contact Student Programs each semester to receive this \$40.00 fee reduction.
	Student Accounts Culby 2 Studentbookkeeping@moody.edu	- Married students are billed separately for tuition, campus fees, and insurance. Housing and the Campus Network fee are billed to only one student. Each student is subject to the same payment deadlines. The payment plan is available to each student to enroll in for fall, spring, and/or summer, as applicable. Contact Student Accounts for more information.
	CPO Crowell Basement	-Notify CPO of any name change or if a spouse's mail will be addressed to your Campus Post Office Box. Also, married couples who are both attending MBI have the option of sharing 1 CPO.

Questions?

Please contact the Student Development Office located on Culbertson 2 by email at studentdevelopment@moody.edu or by phone at 312/329-4193.