

# Getting Married?

2020-2021

**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](mailto: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
	<b>Residence Life</b> Culby 2 housing@moody.edu	-Contact the Assistant Dean of Housing if you desire to apply for married housing in Jenkins Hall.
	<b>Counseling</b> Smith 3 counselingservices@moody.edu	-Premarital counseling is provided based on availability. Contact the Counseling department for more information.
	<b>International Student Office (ISO)</b> Culby 2 ISO@moody.edu	-Any international students or MK's must contact the Assistant Dean of International Students regarding prospective marriage.
	<b>Student Insurance</b> 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.

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## 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
	<b>Academic Records</b> Culby 2 <a href="mailto:academicrecords@moody.edu">academicrecords@moody.edu</a>	<ul style="list-style-type: none"> <li>- To update your marital status, bring a copy of your marriage certificate to Academic Records or email a copy to <a href="mailto:arecords@moody.edu">arecords@moody.edu</a>.</li> <li>- Academic Records will also change your last name upon request with a copy of your marriage certificate or an updated state ID.</li> <li>- 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.</li> </ul>
Contact the following departments <b>after</b> your name has been changed in your my.moody portal		
	<b>Facilities</b> Crowell Basement <a href="mailto:facilities@moody.edu">facilities@moody.edu</a>	<ul style="list-style-type: none"> <li>-If you have decided to change your last name, visit the facilities office to update your ID at <b>no charge</b>.</li> </ul>
	<b>Information Technology Systems (ITS)</b> ITS Support Center Sweeting 1 or Crowell 3 <a href="mailto:ITS@moody.edu">ITS@moody.edu</a>	<ul style="list-style-type: none"> <li>-After Academic Records has changed your legal name in myMoody, please email <a href="mailto:ITS@mody.edu">ITS@mody.edu</a>.</li> <li>-Explain that you would like your MBI email address to reflect your new name.</li> <li>-Canvas will automatically update your name once your records have been updated.</li> <li>-Your username will remain the same.</li> </ul>
	<b>Student Programs</b> ASC 2 <a href="mailto:Studentprograms@moody.edu">Studentprograms@moody.edu</a>	<ul style="list-style-type: none"> <li>-Married couples who are <b>both</b> attending MBI have the option of receiving only 1 yearbook. Contact Student Programs each semester to receive this \$40.00 fee reduction.</li> </ul>
	<b>Student Accounts</b> Culby 2 <a href="mailto:Studentbookkeeping@moody.edu">Studentbookkeeping@moody.edu</a>	<ul style="list-style-type: none"> <li>- 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.</li> </ul>
	<b>CPO</b> Crowell Basement	<ul style="list-style-type: none"> <li>-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 <b>both</b> attending MBI have the option of sharing 1 CPO.</li> </ul>

## Questions?

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