

# Emergency Contact Information

CHSU has an obligation to be able to contact a student and/or a designated contact person in any case, including an emergency or other situation, affecting the welfare of the student. All students are always required to maintain accurate student and emergency contact information and required to update and/or review that information at least annually.

Students can update their emergency contact by following one of the options below:

1. Accessing and downloading the ***Emergency Contact Form*** located on the Registrar's website. Completed forms can be submitted to the Office of the Registrar, in person, or emailed to **[Registrar@CHSU.edu](mailto:Registrar@CHSU.edu)**.
2. Logging on to their Student Portal and entering the emergency contact information.