Divine Word College
Educating Tomorrow's Missionaries

New Employee Data for Populi [NEW-POP]

New DWC employees are requested to provide the following basic profile data for entry into the College's Learning Management System, Populi.
Please return to the Registrar's Office or Mailbox # 112 when completed. Welcome to DWC!

Prefix: ☐ Fr. ☐ Bro. ☐ Frt. ☐ Mr. ☐ Sr. ☐ Ms. ☐ _____

Given Name(s): _____

Preferred Name(s): (if any) _____

Middle Name(s): _____

Family Name(s): _____

Suffix: _____ (Religious Initials Only)

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*Gender: _____   * Make my profile data

☐ Public
☐ Private

*Mobile Phone: _____   ***Personal Email:** _____

*Local Home Address: Street _____

City _____ State _____ Postal Code _____

*Birthdate: (MM/DD/YYYY) _____

*Race/Ethnicity: Important! Self-reported race/ethnicity data apply only to U.S. Citizens and Lawful Permanent Residents.

Hispanic or Latino?
☐ Yes   ☐ No

Select one or more of the following races:
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

*Employees may update profile data and public/private preferences at any time.

New Employee Signature _____

Office Use Only- Below This Line

Initial Role

☐ Everyone	☐ Advisor	☐ Admissions Admin	☐ Student Billing
☐ Academic Admin	☐ Discipline	☐ Admissions	☐ Staff
☐ Registrar	☐ Faculty/Teaching Assistant	☐ Financial Admin	☐ Campus Life
☐ Academic Auditor	☐ Student	☐ Financial Aid	