



Students are responsible for keeping the College informed of their current name, address, and phone numbers. Changes in either name or address should be reported to the Office of the Registrar.

Name Change: A photo ID and documentation such as a driver’s license, marriage certificate, social security card, etc. Supporting the name change should be brought to the Office of the Registrar with the “Change of Personal Information” form completed.

Address Change: A photo ID and documentation such as a driver’s license or bill that supports the change must be brought to the Office of the Registrar with the completed “Change of Personal Information” form. Changes will be made after the documentation has been deemed to support the changes.

Change of Personal Information

CURRENT

CHANGE TO

Name

Name

Street

Street

City, State, Zip

City, State, Zip

Phone

Phone

Cell Phone

Cell Phone

Signature

Student Signature

ID#

Date

For Office Use Only. Do Not Write Below.