

Contact Change Form

Fill out the appropriate section(s) that need to be updated. Student signature at the bottom of the page is required for changes to be made. Once the form is completed, submit it to the Registrar's Office.

Student Information (required)		
First	Middle	Last
ID Number	Program	Enrollment Status (current student or former student)

Section A. Address Change
<p>Must select a Preferred Mailing Address. The following types of school related information will be sent to your preferred mailing address: Admissions paperwork, Financial Aid paperwork, Student Records information (academic progress, grades, enrollment related), graduation information, diploma, awards and general mail.</p>

*Preferred Mailing Address: Home Local

Home Address (permanent address, parent's address, currently residing, address for government related reporting such as driver's license, tax etc.)		
Street Address	Apt.	
City	State	Zip Code

Local Address (dorm address, currently living-dependently from parents) <i>If providing a local address, a home address is required.</i>		
Street Address	Apt.	
City	State	Zip Code

Note: If mailing needs to be addressed in the "Care of", enter c/o in the Street Address area (ie: c/o Jane Doe, 123 Main St).

Section B. Phone Number		
Include area code with phone number.		
Home (000-000-0000)	Cell (000-000-0000)	Work (000-000-0000)

*Primary Phone Contact: Home Cell Work

Section C. Email Address	
Personal Email Address	Alternate Email Address

Student Signature: Date:

Internal Office Use Only: Processed by: _____ Date: _____