

# Change of Name, Mailing or Email Address

It is the obligation of every student to notify the Student Records Office in the Student Services Center of any change in name or address. A picture I.D. is required in order to make such a change. Failure to make this required change may cause serious complications in the handling of student records, tuition, refund payments and communication with the College in general.

It is also vital for students to ensure that the College has his or her email address on file in order to aid in the prompt delivery of important notices or opportunities.