



STUDENTS: We recommend that you make a copy of this form, once completed, for your records.

Student ID number _____ Major _____ Date _____

Name _____
Last First Middle

Name Change (please print legibly)

Name _____
Last First Middle

Are you changing your local address (on- and off-campus housing), or are you changing your permanent mailing address (home address)?

- Change local address Change permanent address

Address Change

Telephone number _____ - _____

Address _____
Street/PO box/Apt. #

City, State, and ZIP Code

County _____

Signature _____

College policy protects the rights of privacy and access regarding your educational records as articulated in the Family Educational Rights and Privacy Act of 1974 (FERPA).

You have the right to inspect your official records. This can be done by making an appointment with the Registrar's Office. No one other than you can have access to your records without your written consent unless they are one of the following:

- College employees who have a "need-to-know"
- Certain government or law enforcement officials in order to carry out lawful functions
- Accrediting agencies
- Individuals who have obtained subpoenas
- Persons who need to know in cases of health and safety emergencies

Information that can be released without your signature is "directory information". That is your name, address, telephone number, date and place of birth, electronic email address, major field of study, enrollment status, participation in official recognized activities and sports, weight and height of member of athletic teams, degrees, honors and awards received, and dates of attendance.

If you do not want "directory information" released to unauthorized person, you must notify the Registrar's Office in writing.