

STUDENT CHANGE OF INFORMATION

Students are responsible for notifying Century College about changes to their name, address, residency and program/major. Submit this completed form to the Records Office.

Please print clearly in ink. (Complete information below for all changes that apply.)

Century College
Records Office, Room W2330
3300 Century Avenue North
White Bear Lake, MN 55110
Fax 651-773-1708

Date: _____ Student Signature: _____

Name: _____
Print Last *First* *Middle*

Student ID: _____ Date of Birth: _____

Change Address Type: Permanent Local/Mailing (See Data Privacy Notice on reverse side of this form.)

If address change affects your residency status, you must file a residency petition with the Records Office by the deadline.

New Address: _____
Street City State Zip + 4

New Phone: (____) _____ (____) _____ (____) _____
Home Work Cell

Update incorrect Social Security #: _____
(See reverse for documentation requirements.)

New Name: _____ **Documentation verified:** _____
Print Last First Middle *(See reverse for documentation requirements.)*

Changing Program/Major to: _____
(Accounting, Cosmetology, etc.)

Circle Degree/Award: AA AS AAS Diploma Certificate MnTC

Catalog Year and/or Guide Sheet Year Followed: _____
(Used for graduation requirements and degree audit report - DARS.)

Adding Additional Concurrent Major: _____
(Accounting, Nursing, Cosmetology, etc.)

Circle Degree/Award: AA AS AAS Diploma Certificate MnTC

Change Educational Intent:

Please check the appropriate category

- | | |
|--|---|
| <input type="checkbox"/> Earn occupational certificate/diploma | <input type="checkbox"/> Complete courses but not a degree |
| <input type="checkbox"/> Earn associate (two year) degree | <input type="checkbox"/> Complete courses and transfer without a degree |
| <input type="checkbox"/> Earn associate (two year) degree and transfer | |

Note: Your major must be 4995 Enrichment (not seeking a degree, diploma or certificate) if you have checked either Complete courses but degree or Complete courses and transfer without a degree above. All other majors are awarded a certificate, diploma or degree upon successful completion and the Educational Intent you checked above must match the award of the major.

Effective beginning: Fall 20____ Spring 20____ Summer 20____

Special Notices

Social Security Number Notice: Century Colleges uses Social Security numbers for student identification purposes on student records. Providing your Social Security number is voluntary. However, if you do not provide your Social Security number, you may not be considered eligible for the Education Tax Credits (Hope and Life Time Scholarships). If you do not provide this number, your changes will still be processed. This data is requested for purposes of administration, program evaluation and consumer data. Your number also may be used to create summary information about MnSCU programs through data matches with other state agencies.

Social Security Number Change Documentation Requirements: The student must provide a picture ID and social security card to update student record.

Name Change Documentation Requirements: The student must provide a picture ID and at least one other form of documentation. This documentation may include any one or more of the following: social security card, marriage decree, divorce decree, court order, certificate of U.S. citizenship; or other official documentation recognized by the college. Note: The College reserves the right to request more than one form of documentation for verifications purposes.

Data Privacy Notice: The College is asking you to provide information that includes private and/or confidential information under state and federal law. The college is asking for this information in order to process your changes. You are not legally required to provide the information the college is requesting; however, the college may not be able to effectively process your changes if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: (1) to other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release; (2) to federal, state and local officials for purposes of program compliance, audit or evaluation; (3) as appropriate in connection with your application for, or receipt of financial aid; (4) to your parents, if your parents claim you as a dependent student for tax purposes; (5) if the information is sought with a subpoena, to an organization engaged in educational research or accrediting agency. Minnesota State Colleges and Universities abide by the provision of Title IX and other federal and state laws forbidding discrimination on the basis of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity

Notice: If you seek or intend to enroll in another educational institution, your education records will be provided as requested by that institution. If applicable, while concurrently enrolled in or receiving services from more than one educational institution, your education records will be available to officials of those institutions as appropriate. Disclosures of your records under other circumstances may require your prior written consent. You have the right to request a copy of records that have been disclosed. You also have the right to request a hearing to correct any inaccurate, incomplete, or misleading information in those disclosed records. For further information about your rights, please contact the Registrar at the college or university that supplied the records.

Century College is an affirmative action, equal opportunity employer and educator.

This document may be available in alternative formats to individuals with disabilities by calling 651-779-3354, 1-800-228-1978 or through the Minnesota Relay Service at 1-800-627-3529.