



STUDENT CHANGE OF INFORMATION

Records Department
Room 2220, West Campus
3300 Century Avenue North
651.779.3299
651.773.1708 (fax)

Please fill out entire box clearly and in ink

Name: _____
Last First Middle

Student ID: _____ **Date of Birth:** _____

Student Signature: _____ **Date:** _____

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. Complete information below for all changes that apply. See Data Privacy Notice on reverse side of form.

Address Change (fill out the following section only if you are updating your address or phone number)

Change Address Type: Permanent Local (If address change affects your residency status, you must file a residency petition with the Records by the deadline)

New Address: _____
Number and Street Name Apt # (if applicable) City State Zip

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

Major Updates (fill out the following section only if you are updating your major)

Changing Program/Major to: _____

Check Degree/Award: AA AFA AAS AS Dip Cert MnTC

Catalog Year and/or Guide Sheet Year Followed: _____ (Used for graduation requirements and your DARS report)

Adding Additional Concurrent Major: _____

Check Degree/Award: AA AFA AAS AS Dip Cert MnTC

Catalog Year and/or Guide Sheet Year Followed: _____ (Used for graduation requirements and your DARS report)

Change Educational Intent:

Educational Goals: The Educational Intent you check below must match the award of the major. (please check the appropriate category)

- Earn occupational certificate/diploma Complete courses but not a degree
- Earn associate (two year) degree Complete courses and transfer without a degree
- 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 not a 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 _____

Name Change (fill out the following section only for name changes) See reverse side of form for documentation requirements

Old Name: _____
Last First Middle

New Name: _____ Documentation verified: _____
Last First Middle (records use only)

Social Security Number Correction (fill out the following to update an incorrect SSN) See reverse for requirements

Social Security Number: _____ Documentation verified (records use only): _____

Records Office Use Only: Processed: _____

Social Security Number Notice:

Century College uses Social Security numbers for student identification purposes on student records. Providing your Social Security number is voluntary. If you do not provide this number, your registration form 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:

Social Security number correction requests require legal documentation. You must provide the Student Change of Information Form with:

- Valid photo identification (driver's license, state identification card, or other government issued ID)
- Social Security Card
- Submit the form and your documentation at the Records Office, Room 2220, West Campus

Name Change Documentation Requirements:

Name change requests require legal documentation. You must provide the Student Change of Information Form with:

- Valid photo identification with correct name (driver's license, state identification card, or other government issued ID)
- Social Security Card with correct name
- The College reserves the right to request more than one form of documentation for verification purposes. You may need to include certified copies of marriage, divorce or court documents. Contact the Records Office for verification of necessary documents.
- Submit the form and your documentation at the Records Office, Room 2220, West Campus

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 registration form. You are not legally required to provide the information the college is requesting; however, the college may not be able to effectively process your registration form 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) as appropriate to protect the health or safety of the students or other persons; (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.