

# 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:			Mai dalla
Student ID:	First  Date of Birth:		Middle
Student Signature:		Date:	_
Students are responsible for notifying Century College about changes to form to the Records Office. Complete information below for all changes			
Address Change (fill out the following section only if $\gamma$	ou are updating yo	ur address or phor	ie number)
Change Address Type: $\square$ Permanent $\square$ Local (If address change a	ffects your residency status, you	must file a residency petition	with the Records by the deadline)
New Address:		0.	7'
	applicable) City	Sta	te Zip
New Phone: ( ) (	Cell	/	Work
Major Updates (fill out the following section only if yo	ou are updating you	major)	
Changing Program/Major to:	•	•	
Check Degree/Award: □AA □AFA □AAS		□ Cert □ MnTC	
Catalog Year and/or Guide Sheet Year Followed:	·		NRS report)
Adding Additional Concurrent Major:			πο τοροίτη
Check Degree/Award: $\square$ AA $\square$ AFA $\square$ AAS	□AS □Dip	□ Cert □ MnTC	
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Catalog Year and/or Guide Sheet Year Followed:	(Used for gradua	tion requirements and your DA	AKS 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			
<b>Note:</b> Your major must be 4995 Enrichment (not seeking a degree, diploma or certifitransfer without a degree" above. All other majors are awarded a certificate, diplommatch the award of the major.			
Effective beginning:	20 Su	mmer 20	
Name Change (fill out the following section only for n	ame changes) see re	verse side of form for docu	mentation requirements
Old Name:	•		•
Last First	Middle		
New Name:	A4:111	•	cumentation verified:
Last First  Social Security Number Correction (fill out the follow	Middle ing to update an inc		(records use only) rerse for requirements
Social Security Number:		Documentation ve	rified (records use only):
Records Office Use Only:			. , , ,

#### **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.