

STUDENT INFORMATION – CHANGE/CORRECTION FORM

NAME _____		ACC ID# _____	
Student Status:	New _____	Current _____	Former _____
			Readmit _____
(Please complete a new <i>Admission Application</i> if over 2 years since last attendance)			

NEW INFORMATION: Complete only the areas that NEED correction.

* Name _____	Date of Birth _____
Address _____	Marital Status _____
City _____	**Soc. Sec# _____ <small>(requires a copy of S.S. card)</small>
Phone _____ / _____ <small>(cell) (home)</small>	_____ Email address
_____ Emergency Contact Person	_____ Spouse / Parent-Guardian / Child / Other
_____ Emergency Contact Phone #	
Change to: _____ Program of Study	_____ Advisor (Assigned by Admissions and/or Registrar's Office)

STUDENT SIGNATURE _____

Date _____

VERIFICATION NEEDED:

- * **Official Name Change:** Students requesting name changes must provide certified documentation before the student record will be changed. The following are examples of such documentation: **Certified copy of a court order / Marriage license / Dissolution decree (divorce)**
- * **Minor Variation in Name:** Discretion will be used in accepting minor changes in names without a court order. In these instances, the student must provide documentation such as a current driver's license with photo or social security card. (examples of minor variations: nickname to legal name, spelling error, adding middle initial, etc.)
- ** **Social Security Number Changes:** Student's social security card must be provided before the correction will be made.

Return this form to: Alpena Community College
Registrar's Office – VLH 108
665 Johnson St
Alpena MI 49707

or Fax to: 989.358.7561

OFFICE USE: _____ / _____
UPDATED ON _____ UPDATED BY _____

If you have questions about updating the personal data in your student record, please call 989.358.7353 (toll free in Michigan: 1.888.468.6222 ext. 7353)