



# STUDENT INFORMATION UPDATE FORM

(If you have been out of school more than one year,  
you must submit a re-admission application)

STUDENT NAME: \_\_\_\_\_  
Last First Middle or Former

STUDENT ID NUMBER: \_\_\_\_\_ LAST SEMESTER/YEAR ATTENDED: \_\_\_\_\_

Are you a **CURRENT CFCC employee**?  Yes  No (Check NO if you are a Federal Work Study Employee)  
(If YES, please contact CFCC's Office of Human Resources to initiate changes to your name, address and social security number. Program of study changes will still be made through the Office of Admissions and Records.)

### CHANGE OF ADDRESS AND PHONE NUMBER

New Address: \_\_\_\_\_  
Street address City State Zip Code

Current Phone #: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

CHANGE FIRST SEMESTER OF ENROLLMENT: From: \_\_\_\_\_ To: \_\_\_\_\_

### NAME CHANGE or DATE OF BIRTH (verification must be attached)

Former Name: \_\_\_\_\_  
Last First Middle or Former Date of Birth

New Name: \_\_\_\_\_  
Last First Middle or Former Date of Birth

### SOCIAL SECURITY NUMBER (copy of social security card must be attached)

Incorrect SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Correct SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Students who want to *change* their program of study (major) or area of interest (for AA degree) for the upcoming semester must do so *prior* to the end of the "Add" period of that semester and must indicate which semester they wish the change to be effective. Any requests submitted following that date will be processed for the next semester.

### CHANGE OF PROGRAM OF STUDY / AREA OF INTEREST: (Please write 4 digit code # - see back of page)

Current Degree (AS, CCC, VC) / Area of interest (AA): \_\_\_\_\_ Semester Effective: \_\_\_\_\_

New Degree (AS, CCC, VC) / Area of Interest (AA): \_\_\_\_\_

STUDENT SIGNATURE: (Required for any change) \_\_\_\_\_ DATE: \_\_\_\_\_

### Enrollment Services Center use only:

- Is the appropriate documentation for the request attached? ES Initials: \_\_\_\_\_
- If selecting an A.A. degree does the student already have an A.A. (or higher) degree?
- Is the program of study a valid (not limited access or incorrect number)? Date: \_\_\_\_\_
- If changing from NHS major code has the acceptable high school diploma been provided?
- If changing from transient (9270) status does a "Change of Status form" need to be completed?

Office of Admissions and Records use only: Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

