

STUDENT INFORMATION & RECORDS

Documentation to provide residency, correct date of birth, or social security number must be submitted to the Admissions and Records Office. Students must obtain a Personal Information Change form from the Admissions and Records Office to change their name on official college records.

Proof of a legal name change, such as a marriage license, court order, or naturalization papers, is required to complete the request. It is recommended that a new student ID card be obtained from Photo ID on the first floor of the Student Center. Mailing/email addresses and phone numbers can be updated on the Personal Information channel on the student tab of myGateway.

Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, the North Orange County Community College District has established Board Policy 5040 (BP 5040) – Student Records Privacy, which covers the release of student records. The college may make public, without prior student consent, only certain directory information. This information will consist of the student's name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student.

Students who wish to have this directory information further restricted may do so on the online College Application for Admission or by making the request in the Admissions and Records Office.

No other student information will be disclosed without prior student consent except to college officials and employees of the District with legitimate educational interests unless pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

A copy of the District policy is available on the District website, www.nocccd.edu.

In accordance with Title V (California Code of Regulations) and the provisions of the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, the North Orange County Community College District has established an official policy for student review of and release of student records and students are guaranteed the right to the privacy of their records. This policy allows for the student to review his or her records after contacting the Admissions and Records Office. The policy also describes when student records will be released to a third party and allows the release of student directory information unless the student informs the Admissions and Records Office that he/she does not want such information released.

This policy is available for student review and includes:

- the types of student records and information maintained;
- the official responsible for the maintenance of each type of record;

- the policies for reviewing and expunging records;
- the right of each student to access his or her records;
- procedures for challenging the content of student records;
- the cost of producing copies of records;
- the categories of information designated as directory information;
- the locations of any required logs or records;
- definitions of officials and employees and legitimate educational interest; and
- the right of a student to file a complaint with the United States Department of Health, Education and Welfare.

Any student wishing to review this policy in its entirety may do so by contacting the Admissions and Records Office.

Beginning with the Spring 2021 semester, students may request to have their preferred or chosen name displayed on class rosters, student ID cards, and in Canvas. Students who wish to have their preferred or chosen name included in their student records may submit a Personal Information Change form to the Admissions and Records Office.