

# CORRECTIONS TO STUDENT INFORMATION

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Documentation, such as, a marriage license, court order, naturalization papers, or other government issued identification is required for verifying a legal name change or date of birth. Requests to have a student's name or date of birth changed on official college records are submitted to the Admissions and Records Office.

Social Security number corrections are submitted to the Admissions and Records Office. Documentation substantiating the correction will be required.

Students do have the option to submit a chosen/preferred name to be displayed on class rosters, diplomas, etc. Requests to have a student's chosen/preferred name added to their record are submitted to the Admissions and Records Office.

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