

**ALPENA COMMUNITY COLLEGE
STUDENT INFORMATION - CHANGE/CORRECTION FORM**

Name _____ (currently on record) S.S. # or Student ID #: _____

Student Status: **New** _____ **Current** _____ **Former** _____

(Please complete a new *Admission Application* if over 5 years since last attendance.)

NEW INFORMATION - *complete only areas that need correction*

* Name _____ Date of Birth _____

Address _____ ** Soc. Sec # _____
(requires copy of S.S. card)

Marital Status _____

(preferred contact number for class cancellations/notifications)

Phone _____ (home)

_____ (cell)

E-mail Address _____

Program of Study _____
(change to)

Advisor _____
(Assigned by Admissions and/or Campus Services office)

Emergency Contact Person _____ Spouse Parent/Guardian Child Other

Emergency Contact Phone _____ (home)

_____ (cell)

High School _____

H.S. Grad Year _____

Other _____

Student Signature

Date

* **Office 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.

OFFICE USE

Updated on: _____ Updated by: _____