

CORRECTIONS TO STUDENT INFORMATION

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.

Preferred or Chosen Name

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.
