

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1154

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PROCEDURE TITLE: Processing Student Change of Address, Phone Numbers, Emergency Contact, and Email Address

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64

BASED ON POLICY: IV-5 Student Rights and Responsibilities

EFFECTIVE DATE: September 15, 1969

LAST REVISION DATE: ~~June 24, 2005~~, March 11, 2024


LAST REVIEW DATE: ~~June 24, 2005~~, April 12, 2024

I. PURPOSE

To provide a procedure for the processing of student change of address, phone numbers, emergency contact, and email address.

II. PROCEDURE

- A. The College requires an address, phone number, email address and emergency contact for all students currently enrolled.
- B. The student may complete the [Contact Information Change Form \(PDF\)](#) and submit it along with an identification when requesting to change their address, phone numbers, emergency contact, and email address at the Office of Admissions and Registration. In addition, the student may log in to their student portal to update the requested information.

	04/12/2024
PRESIDENT	DATE