

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 1154

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

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** IV-5 Student Rights and Responsibilities

**EFFECTIVE DATE:** September 15, 1969

**LAST REVISION DATE:** June 24, 2005


**LAST REVIEW DATE:** June 24, 2005

## **I. PURPOSE**

To provide for the up-dating of a student's address and/or phone numbers, and email address.

## **II. PROCEDURE**

- A. The College requires a local address, phone number, and email address for all students currently enrolled. Continuing students will not be allowed to register unless they furnish the College with this information.
- B. The student fills out a form to change their address, phone number, and email at the Registrar's Office and the Registrar will up-date the record. Another option to update this information is for the student to fill out online forms through their MyMDC Account authentication process.

	
6/24/05	
<b>PRESIDENT</b>	<b>DATE</b>