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.