

### Student Data Change Request

It is critical that current data such as your name, address, major, and home campus be correct in your official HCTC student record. For example, incorrect addresses and home campus codes prohibit the delivery of financial aid checks and incorrect majors impact your certification for degree.

***\*Please indicate Student ID Number or Social Security Number and Name. Correct only those other areas that have changed.***

\*Peoplesoft® Student ID or Social Security Number \_\_\_\_\_

\*Name: \_\_\_\_\_

(If this is a change, please indicate your previous name: \_\_\_\_\_)

**Important Note: Name changes require two documentation sources, *both in the new name*; (1) a Social Security card, and (2) a picture identification, for example, a driver's license.<sup>1</sup>)**

Address Change: \_\_\_\_\_

Phone Number Change: \_\_\_\_\_

Home Campus Change: \_\_\_\_\_

Major (or Academic Plan) Change: \_\_\_\_\_

Date \_\_\_\_\_ Authorizing Signature \_\_\_\_\_

**Return completed form to Enrollment and Diversity Services  
at any campus location.**

For Office Use Only		
<input type="checkbox"/> Check with Human Resources (Student Employee?)	Operator's Initials _____	Date _____
<input type="checkbox"/> Change in Computer	Operator's Initials _____	Date _____

Note: Backdate changes to home campus codes and academic plan codes.

<sup>1</sup> Please bring your documentation, in person, to any Enrollment and Diversity Services office. For more information, call Germaine Shaffer, Director of Enrollment and Diversity Services, Ext. 73409.