

**ALPENA COMMUNITY COLLEGE  
STUDENT INFORMATION - CHANGE/CORRECTION FORM**

Name \_\_\_\_\_  
(Currently on record)

Student ID #: \_\_\_\_\_

Student Status: New \_\_\_\_\_ Current \_\_\_\_\_ Former \_\_\_\_\_ Readmit \_\_\_\_\_

(Please complete a new *Admission Application* if over 2 years since last attendance.)

**NEW INFORMATION - complete only areas that need correction**

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

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

\*\* Soc. Sec # \_\_\_\_\_  
(requires copy of S.S. card)

Marital Status \_\_\_\_\_

Phone \_\_\_\_\_ (cell)

\_\_\_\_\_ (home)

E-mail Address \_\_\_\_\_

Program of Study \_\_\_\_\_  
(change to)

Advisor \_\_\_\_\_  
(Assigned by Admissions and/or Registrar's Office)

Emergency Contact Person \_\_\_\_\_  Spouse  Parent/Guardian  Child  Other

Emergency Contact Phone \_\_\_\_\_

High School \_\_\_\_\_

H.S. Grad Year \_\_\_\_\_

Other \_\_\_\_\_

**➔ Student Signature**

Date \_\_\_\_\_

\* **Official Name Change:** Students requesting name changes must provide certified documentation before the student record will be changed. The following are examples of such documentation:

Certified copy of a court order / Marriage license / Dissolution decree (divorce)

\* **Minor Variation in Name:** Discretion will be used in accepting minor changes in names without a court order. In these instances, the student must provide documentation such as a current driver's license with photo or social security card. (Examples of minor variations: nickname to legal name, spelling error, adding middle initial, etc.)

\*\* **Social Security Number Changes:** Student's social security card must be provided before the correction will be made.

Return to: Alpena Community College  
Registrar's Office – VLH 108  
665 Johnson St  
Alpena MI 49707

or FAX to 989-358-7561

**OFFICE USE**

Updated on: \_\_\_\_\_ Updated by: \_\_\_\_\_

If you have questions about updating the personal data in your student record, please call **989-358-7353** (toll free in Michigan: 1-888-468-6222, ext. 7353).