Title: Demographic Information Change	Policy No.: ADM 3.06	Date: 6/9/08 Rev.: 6/09/08, 8/1/12, 8/1/14, 8/1/2017, 8/1/2019

POLICY STATEMENT:
To maintain accurate contact information of students enrolled at the College.

PURPOSE
To facilitate faculty and staff contact of students as quickly as possible regarding school-related matters.

PROCEDURE

ADDRESS CHANGE:

- Students who wish to change their addresses are directed to their student portal account to request an update of address, phone, email, etc.

Student Portal access: https://www.bsmcon.edu/quicklinks

NAME CHANGE:

- Students who wish to change their names must first complete a Name Change form with the Social Security Administration, then complete a Change of Name form for the College (Registrar's Office). Send this form and a copy of a government-issued photo identification with the new name to the Registrar. Changes will be made in the student information system.

Social Security Administration: https://faq.ssa.gov/en-us/Topic/article/KA-01981
Change of Name form for the College is in Blackboard/office of student services/forms

Reference Policy #_____

Approved by:

Signature	Dean of Student Services Provost/VP Title	8.1.19 6.24.19 Date

Approval History:
Committees and Dates:
Registrar - 6/08, 3/12, 2/14, 4/15/2019
Policy Committee – 3/19/12, 2/17/14, 4/17/2017, 4/15/2019

Key words: Address Change, Notification