



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

Areas Affected: All Faculty, Staff, and Students

Page 1 of 1

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:

- Student who wish to change their addresses are directed to their student information account to update address, phone number, etc.
- Students who are Bon Secours employees are also directed to ezAccess to update their information

NAME CHANGE:

- Students who are Bon Secours employees and wish to change their name are directed to Human Resources who will initiate all updates.
- Students who are not Bon Secours employees and wish to change their names must complete a Name Change form and provide a copy of a government-issued photo ID with the new name. Changes will be made in the student information system and Bon Secours Information Systems department will be notified.

Reference Policy # _____

<p>Approved by: Signature</p>	<p>Dean of Student Services Provost/VP Title</p>	<p>6/16/17 6.20.17 Date</p>
<p>Approval History: Committees and Dates: Registrar - 6/08, 3/12, 2/14 Policy Committee – 3/19/12, 2/17/14, 4/17/2017</p>		
<p>Key words: Address Change, Notification</p>		