



HIBBING COMMUNITY COLLEGE

Student Change of Information

Students are responsible for notifying Hibbing Community College about changes to their name, address, residency and program/major. Submit this completed form to the Admissions Office at 1515 E. 25th St., Hibbing, MN 55746 or fax: 218-263-2992.

Please print clearly in ink.

Date: _____	Student Signature: _____	
Name: _____		
<i>Print Last</i>	<i>First</i>	<i>Middle</i>
Student ID: _____	Date of Birth: _____	

Complete information below for any/all changes that apply:

Change Address Type: Permanent Local/Mailing (See Data Privacy Notice on reverse side of this form.)

If address change affects your residency status, you must file a residency petition with the Records Office by the deadline.

New Address: _____
Street City State Zip + 4

New Phone: (____) _____ (____) _____ (____) _____
Home Work Cell

Update incorrect Social Security #: _____
(See reverse for documentation requirements.)

New Name: _____ **Documentation verified:** _____
Print Last First Middle (See reverse for documentation requirements.)

Changing Program/Major to: _____ **Fall or Spring 20** _____
(Nursing, Automotive Technician, etc.) (Date to begin new major)

Circle Degree/Award: AA AS AAS Diploma Certificate MnTC(transfer)

Adding Additional Concurrent Major: _____
(Liberal Arts, Nursing, etc.)

Circle Degree/Award: AA AS AAS Diploma Certificate MnTC(transfer)

I hereby inform Hibbing Community College that I have discussed a change of major with my advisor/counselor. _____(please initial)

Advisor/Counselor Consent: The above named student has informed me of their academic intent to change his/her major and/or degree.

Advisor/Counselor Signature: _____ **Date:** _____

Change Educational Intent:

Please check the appropriate category

- | | |
|--|---|
| <input type="checkbox"/> Earn occupational certificate/diploma | <input type="checkbox"/> Complete courses but not a degree |
| <input type="checkbox"/> Earn associate (two year) degree | <input type="checkbox"/> Complete courses and transfer without a degree |
| <input type="checkbox"/> Earn associate (two year) degree and transfer | |

Effective beginning: Fall 20____ Spring 20____ Summer 20____

Special Notices on Data Privacy

The College is asking you to provide information which includes private information under state and Federal law. The College is asking for this private information to process your Student Change of Information form at Hibbing Community College.

You are not legally required to provide the information the College is requesting and may refuse to provide some or all of the information requested. However, the College may not be able to make changes as requested if sufficient information is not provided.

With some exceptions, unless you consent to further release of private information, access to this information will be limited to the Student Records/Admissions offices at Hibbing Community College. However federal and state law does authorize release of private information without your consent to:

- other school officials, including faculty within the College/University, who have legitimate educational interests in the information;
- other schools in which you seek or intend to enroll, or are enrolled;
- other schools where you are also enrolled or receiving education services;
- the federal Comptroller General or other federal, state or local education officials for purposes of program compliance, audit or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- the juvenile justice system, if you are a juvenile, and the information is necessary, prior to adjudication, to determine the juvenile justice system's ability to serve you;
- an alleged victim of crime of violence or sexual assault, if you are the alleged perpetrator of the assault, and the release is of the final results of a disciplinary proceeding against you related to the alleged crime;
- your parents, if your parents claim you as a dependent student for tax purposes (if applicable);
- a court, grand jury, or state or federal agency, if the information is sought with a valid subpoena;
- an institution engaged in research for an educational institution or agency related to testing, student aid, or improved instruction;
- an accrediting organization in connection with its accrediting functions;
- appropriate persons in connection with an emergency, if necessary to protect your health or safety or the health or safety of others;
- if required by a court order, or permitted by other state or federal law;
- others as required or permitted by law...

Social Security Number Change Documentation Requirements: The student must provide a picture ID and social security card to update student record.

Name Change Documentation Requirements: The student must provide a picture ID and at least one other form of documentation. This documentation may include any one or more of the following: social security card, marriage decree, divorce decree, court order, certificate of U.S. citizenship; or other official documentation recognized by the college. Note: The College reserves the right to request more than one form of documentation for verifications purposes.

Notice: If you seek or intend to enroll in another educational institution, your education records will be provided as requested by that institution. If applicable, while concurrently enrolled in or receiving services from more than one educational institution, your education records will be available to officials of those institutions as appropriate. Disclosures of your records under other circumstances may require your prior written consent. You have the right to request a copy of records that have been disclosed. You also have the right to request a hearing to correct any inaccurate, incomplete, or misleading information in those disclosed records. For further information about your rights, please contact the Registrar at the college or university that supplied the records.

This document is available in alternative formats to individuals with disabilities by calling 218-262-7200 or 1-800-224-4422

The Minnesota State Colleges and Universities system is an Equal Opportunity employer and educator.