

STUDENT INFORMATION UPDATE FORM

This form must be submitted in person to the Kodiak Corner Front Counter with photo ID.

Check if this section applies to you: **STUDENT BIOGRAPHICAL RECORD**

NAME	LAST NAME	FIRST NAME	MIDDLE INITIAL
NEW LEGAL NAME Legal IDs such as Driver's License, SSN card, etc must have the same name.	LAST NAME	FIRST NAME	MIDDLE INITIAL
To update your name, you are required to present originals of the following : 1) your social security card 2)current driver's license OR state ID 3) legal documentation that demonstrates the link between an old name and new name such as marriage certificate (not scrapbook copy), divorce decree, or other legal name change documentation granted from a court. NOTE: As acceptable originals, all of the listed above 1-3 must have the same legal name.			
STUDENT ID NUMBER			
NEW MAILING ADDRESS	STREET ADDRESS		
	CITY	STATE	ZIP CODE
PHONE NUMBER	DAY PHONE () -	EVENING PHONE () -	
EMAIL			
Do you receive or have you applied for Financial Aid or Veteran Benefits? If you marked yes, you must check in with Financial Aid at the Kodiak Corner Front Counter to present this form, IDs, SSN card and documents to Financial Aid. Once Financial Aid has updated your Financial Aid file, they will sign on this form for you. Then you must present this form, IDs, SSN card and documents to the Kodiak Corner Front Counter.			<input type="checkbox"/> Yes <input type="checkbox"/> No

Check if this section applies to you: **STUDENT ACADEMIC RECORD – LEAVE OF ABSENCE**

Return this form for **Leave of Absence** upon your return as **Intent to Re-Enroll. Enrollment Services to retrieve archived student file.**

LAST QTR/YEAR ATTENDED		RETURNING QTR/YEAR	
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Check if this section applies to you: **STUDENT ACADEMIC RECORD – PROGRAM UPDATE FOR DEGREE OR CERTIFICATE**

This section is to be completed by any student wishing to change his/her program code. **If the student is a Financial Aid student**, the request will not be processed until the student has visited and received a signature from the Financial Aid Office. Then this form must be submitted to the Kodiak Corner Front Counter with photo ID to update student record.

NEW PROGRAM FOR DEGREE OR CERTIFICATE	
Do you receive or have you applied for Financial Aid or Veteran Benefits? If you marked yes, you must check in for Financial Aid at the Kodiak Corner Front Counter to obtain a signature before submitting this request.	
By signing below at student signature, I understand and agree that my program code will be changed to reflect my request. Any program code that is not financial aid eligible may result in a cancellation of aid for current and future quarters and all school expenses will be my responsibility and must be paid by the tuition deadline or within 24 hours of registering, if after the deadline. The purchase of books, parking pass, and other supplies are also my responsibility.	
NOTE: See the Financial Aid Office for questions about whether the program you are requesting is financial aid eligible.	
QUARTER/YEAR FOR NEW PROGRAM UPDATE TO GO INTO EFFECT	<input type="checkbox"/> SUM <input type="checkbox"/> FALL <input type="checkbox"/> WIN <input type="checkbox"/> SPR 20 ____

STUDENT SIGNATURE for Student Information Update on

Student Biographical Record, Student Academic Record – Leave of Absence or/and Student Academic Record – Program Update for Degree or Certificate.

STUDENT SIGNATURE	X	DATE	
OFFICE USE ONLY			
STUDENT FINANCIAL SERVICES SIGNATURE		DATE	
NAME IN FAM SYSTEM			
ES	ES RETRIEVED ARCHIVED FILES ONLY IF FILE HAS BEEN ARCHIVED	DATE	

VY 2/2010