

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
OFFICE OF EDUCATIONAL SERVICES
POLICY & PROCEDURE MANUAL**

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Policy # 820	
Effective Date: July 21, 2022	

Subject: CHANGE OF NAME/ADDRESS for STUDENTS	Original Issue Date: May 6, 1997
	Supersedes: February 28, 2019
Individuals / Committees Consulted: Office of Educational Services Associated Student Body	Reviewed & Approved by: Student Support Services College Governance Faculty Organization SON Planning
Approved by: Director, Office of Educational Services (Signature on File) Provost, College of Nursing & Allied Health (signature on file)	

PURPOSE:
To ensure accurate contact information and student records

POLICY:
The Office of Educational Services (OES) must be notified of any change of name, address, or other student contact information as soon as change occurs.

PROCEDURE:
Student:

- Notifies the OES regarding a change of name or mailing/e-mail address as soon as change occurs
- Obtains “Change of Name and/or Address” form from the OES or the College website
- Submits completed form to OES
- Submits copy of supporting documentation.

OES staff gives completed form to Student Clerk.

Student Clerk:

- Records change on:
 - Student Master List
 - College data bases
 - Student body roster
 - Student academic file:
 - Cover sheet
 - Label
- Gives copy of “Change of Name and/or Address” form to Financial Aid Office
- Files form in student’s academic folder, with supporting documentation
- Notifies the following of name change:
 - All OES staff
 - Semester Coordinators
 - Director, OES
 - Director, Educational Resource Center
 - Dean, Institutional Effectiveness, Research and Planning.

Subject:
CHANGE OF NAME/ADDRESS for STUDENTS

PROCEDURE DOCUMENTATION:

Change of Name and/or Address form
Student Master List

REFERENCES:

REVISION DATES:

May 6, 1997
February 21, 2012
February 28, 2019
July 21, 2022