Information Change Form

REDLANDS COMMUNITY COLLEGE

Revised 2/1/2021

RCC Student ID: _____ | Name (First/Last) _____

Please complete ONLY the sections that need to be updated on your student account.

Choose type of Address to update: ☐ Mailing Address   ☐ Permanent Address   ☐ Next of Kin Address

Address [_____]

Address [_____]

City [_____] State [___] Zip Code [_____]

Country [_____]

Phone Number [_____]

Update Personal E-mail Address: _____

Complete this section if you have an incorrect or missing Social Security Number for your student record.
You must submit a copy of your Social Security Card.

Update/Corrected SSN: [_____]

Complete this section if you need to update the name listed on your student record.
You must submit a copy of your updated Driver's License. (You may also be required to submit a copy of marriage license or court documentation.)

Legal First Name [_____]

Preferred First Name/Nickname [_____]

Middle Name [_____]

Last Name [_____]

NOTE: If you are an employee of Redlands Community College, you must also update your information with Human Resources!!

Signature: _____   Date: _____

Return to Registrar office or return by mail or e-mail with a valid PHOTO ID & Documentation to:

Registrar
Redlands Community College
1300 S. Country Club Rd.
El Reno, OK 73036
Records@redlandscc.edu

Registrar Official Only:

Processed by: _____   Date: _____