

Student Information Change



183 College Drive • De Queen, AR 71832 • P.800.844.4471 • F.870.642.5088 • www.cccua.edu

Date: ___ ___ / ___ ___ / ___ ___

Student ID: ___ ___

Current Name: _____

PLEASE NOTE:

- You **must** provide a marriage license, divorce decree, or legal name change document that states your new name. You are responsible for notifying your instructors of your new name.
- **CHANGE OF ADDRESS MAY AFFECT YOUR TUITION/FEE CHARGES**
- Student account names and passwords will be processed within one business week.

NEW NAME: _____

NEW ADDRESS: _____

MAILING/STREET ADDRESS

CITY

STATE

ZIP

NEW PHONE: Home _____ - _____ - _____

Cell _____ - _____ - _____

NEW EMERGENCY CONTACT INFORMATION:

Name: _____

Phone: _____ - _____ - _____

Steps to changing your name in Blackboard:

1. Go to the UAC Home Page: www.cccua.edu
2. Click on "Blackboard" at the top of the page
3. Login to Blackboard
4. Click on "My Places"
5. Click on "Personal Information"
6. Click on "Edit Personal Information"
7. Edit your "First Name" or "Last Name"
8. Click "Submit"

Check here if you are:

- Career Pathways Student
- Graduating this semester
(Notify Registrar's Office)

STUDENT SIGNATURE

ADVISOR OR STUDENT SERVICES SIGNATURE

Student Services Personnel Use Only

Career Pathways Notified? Y N

Entered By/Date: _____

DISS Notified By/Date: _____

Scanned By/Date: _____

(Send new name and student ID to diss@cccua.edu)