

STUDENT INFORMATION CHANGE

Date: _____ **Student I.D. # / SS#:** _____

Phone #: Home : _____ **Cell :** _____

Current Name: _____

New Name: _____
Provide a marriage license, divorce decree, or legal name change document that reflects your new name.

New Address: _____

New Phone #: Home: _____ **Cell:** _____
**Contact the Business Office due to the fact a change of address
Could affect your tuition and fee charges.**

New E-Mail Address:

CCCUA will revise your e-mail address using your 5-digit Student I.D. number. You may check Campus Connect to verify the change by clicking on “Student Information”, then “Demographic Information”. You are responsible for notifying your instructor of your new e-mail address and new name change.

If you are taking online courses, you will need to do the following in order to change to your new e-mail address and new last name:

- Step 1: Login to Blackboard
- Step 2: Click on “Tools”
- Step 3: Click on “Personal Information”
- Step 4: Click on “Edit”
- Step 5: Scroll down to “e-mail address” and insert your new e-mail address and name
- Step 6: Click “Submit”
- Step 7: Notify David Blackwell – Telephone No. (870) 584-4471, ext 116, or e-mail address dblackwell@cccua.edu.

CHANGE OF MAJOR

Previous Major: _____

New Major: _____

