

Red Rocks Community College

Enrollment Services Operational Guidelines

Title: Demographic Changes

Effective: 7/1/13

Approved: 12/16/13

Revised: 10/28/13

Reference:

Purpose: To define guidelines governing the changing of a student's name, address, or degree program along with the correction of social security number or birthdate.

Scope: Applies to all applicants, students and alumni.

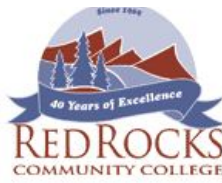
Attachment: Demographic Change Form

Demographic Changes

Demographic changes include changes to a student's name, address, phone number, personal email or degree program, along with corrections to birthdate or social security number.

All emailed requests of any nature must be made from the student's school-issued email account.

- All demographic changes made in person require a valid photo ID:
 - Colorado driver's license
 - Colorado identification card
 - A valid U.S passport
 - Out-of-State driver's license
 - Foreign passport
 - Military Id/ Access card
 - Valid Employment Authorization card
 - Refugee/ Asylee I-94
 - BIA identification card
 - VA card
 - Permanent Resident card



Name Change

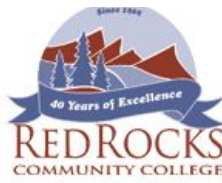
- Student/alumni name changes must be processed either in person or via email through Student Records.
- All RRCC employee name changes must be processed through Human Resources with a Social Security Card in the new name.
- Emailed student name change requests must be directed to studentrecords@rrcc.edu and include the following:
 - Student ID number
 - Student Name
 - Specific instructions for Student Records
 - Current photo ID in the new name:
 - Colorado driver's license
 - Colorado identification card
 - Out-of-State driver's license
 - VA card
 - Permanent Resident card
 - Legal documentation (i.e. marriage license, court document, social security card etc.)

Social Security Number Correction

- Student Social Security number corrections must be processed either in person or via email through Student Records.
- Requires the student's Social Security card.
- Emailed student Social Security number correction requests must be directed to COF@rrcc.edu and include the following:
 - Student ID number
 - Student Name
 - Specific instructions for Student Records staff
 - Current photo ID in the new name:
 - Colorado driver's license
 - Colorado identification card
 - Out-of-State driver's license
 - VA card
 - Permanent Resident card

Date of Birth Correction

- Student birthdate corrections must be processed either in person or via email through Admissions.
- Requires the student's valid government issued ID or birth certificate clearly showing the date of birth.
- Emailed student birthdate correction requests must be directed to Admissions@rrcc.edu and include the following:
 - Student ID number
 - Student Name
 - Specific instructions for Admissions staff
 - Current photo ID or birth certificate clearly showing date of birth:
 - Colorado driver's license
 - Colorado identification card
 - Out-of-State driver's license
 - VA card
 - Permanent Resident card



Change of Address, Phone Number, Personal Email Address or Degree Program

- Changes to address, phone number or personal email can be made online through the student's RRCC Rock Portal account, in person through Admissions, or via email.
- Changes to degree programs must be made either in person or via email.
- Emailed requests must be directed to Admissions@rrcc.edu and include the following:
 - Student ID number
 - Student Name
 - Specific instructions for Admissions staff
 - New address, phone number, personal email address (if applicable)
 - Requested degree program (if applicable)