

MEXICAN AMERICAN CATHOLIC COLLEGE

Registrar's Office | 3115 W Ashby Place | PO Box 28185 | San Antonio TX 78228
210-736-2963 (fax) | 210-732-2156 (phone) | registrar@maccsa.org

Request to Update the Education Record

Instructions: Students needing to update or correct their name, contact information, and/or major/minor program of study must complete the appropriate sections below, using clear and legible writing, and submit this form to the Registrar's Office.

A. Student Data

student(full name as it currently appears on record)

id number

B. Change/Update Name

- The name on my education record is not correct. I have attached documentation to provide that the name listed below is correct.
I have changed my name and attached the documentation to provide that the change is official.

new name (First Middle Last)

C. Change/Update Contact Information

- Current Address
Mailing Address
Billing Address

address (line 1)

email (personal)

address (line 2)

phone (home)

phone (cell) provider:

city state zip

email (work, optional)

country

phone (work, optional)

Fax

D. Change/Update Major/Minor Program of Study

\*\* MACC Academic Advisor's approval is required. \*\*

current program(s)

change to

new program(s)

advisor's signature

date

E. Change/Update Other Information

If other information needs to be updated and/or corrected, please explain below.

F. Request Data

By signing below I request for the Registrar's Office to update and/or correct my education record as noted, and I understand that if additional information is required, the Registrar's Office will contact me (at the phone number/email as I have included in my record) to request the missing information before making any changes. I also understand that if the Registrar's Office deems this document illegible, they will return the document to me, and I must submit a legible document before my request is processed.

student's signature

date