

STUDENT INFORMATION UPDATE – A.F.A., B.A., B.F.A., AND M.A.

Student Name: _____

SSN: _____

Birth Date: _____

E-mail: _____

NOTE: Corcoran faculty and staff will regularly use electronic mail (e-mail) to communicate with A.F.A., B.A., B.F.A., and M.A. students. Class materials, assignments, questions, and instructor feedback are examples, as are important communications from the Registrar, Student Accounts, Financial Aid, and the Dean's Office. Students are responsible for the content of college communications sent to them by e-mail, and are required to check their e-mail accounts regularly. If a student prefers to use another e-mail system as his/ her primary mailbox, he/ she should place an e-mail forwarder in his/ her Corcoran account. Please use your Corcoran account to communicate with your instructors and other college officials.

Former Name: _____

(If you are reporting a name change)

Reason for Change: Marriage Divorce Other: _____

NOTE: Legal documentation showing the desired name change must be submitted at the time of the request. We need to see the original documentation. Copies are not accepted unless it is made by the Office of the Registrar. Acceptable forms of legal documentation are: Marriage license, divorce decree, court ordered name change, driver's license, and social security card.

LOCAL Address:

(This will be used as your contact information during the semester)

Street: _____
(If Washington, D.C., please don't forget to include N.W., N.E., S.W., or S.E.)

City: _____ State: _____ Zip: _____

Daytime Number: (____) _____ - _____ Evening Number: (____) _____ - _____

PERMANENT Address:

(This is where bills will be mailed, unless you notify the Bursar or the Registrar otherwise)

Street: _____
(If Washington, D.C., please don't forget to include N.W., N.E., S.W., or S.E.)

City: _____ State: _____ Zip: _____

Daytime Number: (____) _____ - _____ Evening Number: (____) _____ - _____

NOTE: Please contact the Bursar's Office at 202-639-1818 or bursar@corcoran.org if you would like your bills mailed to a third party.

The Corcoran College of Art + Design has designated the following information as directory information: student's name, addresses, telephone numbers, e-mail addresses, photographs, degrees and dean's list recognitions received, date and place of birth, field of study, dates of attendance, enrollment status (full-time, part-time, undergraduate, graduate), and the most recent school attended. If you do not want the College to disclose your directory information from your education records without your prior written consent, you must notify the College in writing each year prior to the first day of fall classes. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

Student's Signature: _____ **Date:** _____