

Policy Name:	Student Declaration of Current Address, Relocation, and/or Name Change
Policy Number:	ADM 1.11
Title of Policy Owner:	Student Services
Approved by:	Executive Council
Effective Date:	8/15/2021
Version:	1.0
Policy Status:	Approved

I. Policy

It is the policy of Southside College of Health Sciences (SCHS) to require students to provide their current address/name and to update their records if their address/name changes while they are enrolled at the College.

II. Purpose

Maintain accurate student address/name information for the purposes of College communications and dissemination of information related to professional licensure disclosures.

III. Scope

This policy applies to prospective and enrolled students of SCHS.

IV. Definitions

Address: the physical address where the student resides while engaged in educational activities provided by SCHS.

Name Change: current legal name.

Enrolled Student: denotes the status of a SCHS student who has completed the registration requirements for an academic program at SCHS.

Prospective Student: denotes the status of an individual who has requested information about enrolling at SCHS or who has been contacted by the College about enrolling either directly or indirectly through advertising.

V. Policy Details

Student Responsibilities

Upon enrollment in a program at SCHS, it is the enrolled student's responsibility to provide the College, via the student portal of the student information system (SIS), of the enrolled student's address/name and submit a copy of their government-issued ID, which serves as the basis of determination of the student's address/name. Further, it is the Enrolled Student's responsibility to notify the College, via the student portal of the SIS, of any change in the student's address/name while enrolled. A change of address/name must be submitted within five (5) business days after the change becomes effective and this serves as the basis of determination of the student's address/name.

It is the enrolled student's responsibility to update any changes to their full legal name in the student portal.

VI. Attachments

None

VII. Related Policies

None

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	8/1/2021	Revised and new template	Executive Council