



**This Catalog Addendum
references the 2022-2023
academic year.**

January 12, 2023

The content contained in this addendum is specifically related to student name and address information referenced on page 17 of the current 2022-2023 College Catalog, effective January 1, 2023.

Address/Name Determination & Changes

Upon enrollment, each student must submit a copy of their current government-issued ID, which serves as the basis of determination of the student's address. It is the responsibility of SCHS to notify students in writing, either via the college's website or email, if the program meets each state's licensure or certification standards. If a student relocates and changes address to a state other than Virginia during their enrollment and follows the notification requirements of ADM 1.11, Student Declaration of Current Address and/or Relocation, SCHS will provide individual notification to that student within 14 days of the address change if SCHS' curriculum does not meet the new state's licensure or certification requirements. If a student is located or relocates to a state in which SCHS does not have authority to operate, this may adversely impact the student's ability to pay for their studies and/or complete a program.

When there is a change in any contact information (address, email, phone number etc.) students must make a request through the student portal account to the Director of Records and Registration. A change of address must be submitted within five (5) business days after the change becomes effective and serves as the basis of determination of the student's address. Please see policy ADM 1.11, Student Declaration of Current Address and/or Relocation, for additional details. Students who need to change their names must complete a Change of Name form (found in the Director of Records and Registration's office or in the Student Portal) and a Name Change form with the Social Security Administration and provide a copy of a government issued photo ID with the new name. Following the receipt of required documentation changes will be made in the student information system.



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