

# UPDATING STUDENT RECORDS

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## Student Records

Once an application has been submitted, any necessary communication with the student is conducted through the contact information provided and through the VCCCD e-mail account given to all students, via phone call or text message to either the contact information or emergency numbers on file in the student's records, or through the MyVCCCD Student Portal. It is important that address, phone, and alternate e-mail address updates or corrections be recorded in student academic records as soon as possible. Students may update this information at any time in the MyVCCCD Student Portal or on the Request To Change Personal Information form available through Admissions & Records. This form can also accommodate the student's preferred first name for all course rosters and information systems.