

# UPDATING STUDENT RECORDS

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Once an application for admission has been submitted, any necessary communication with the student is conducted through the contact information provided (phone or text) and through the VCCCD e-mail account the college creates for all students, or through the MyVCCCD Student Portal. It is important to keep the address, phone, and alternate e-mail address updated and corrections should be recorded in student academic records as soon as possible. Students may update this information at any time by logging into the MyVCCCD Student Portal. Requests for name changes can be completed online; the petition must be verified using the student email, or in-person at the Admissions and Records Office on campus, and the student must present a picture ID (driver's license or California ID card).