CHANGE OF RECORDS

Change of Address

Update your contact information (mailing address, email address, and telephone number) online on Student Self-Service. Log in to MySWC (https://www.swccd.edu/) and navigate to the Student Self-Service Card, select the “Addresses & Phone Numbers” link under the Student Self-Service card and make your changes.

Change of Name

Any change of the student’s name should be reported to the Admissions & Records Office. Contact Admissions & Records (https://www.swccd.edu/admissions-and-financial-aid/) for acceptable forms of identification to submit for verification of the name change using the Address/Name Change form (https://www.swccd.edu/admissions-and-financial-aid/admissions-forms/). Students reporting name changes during a semester are advised also to notify their instructors in order to maintain proper recognition and identification.

Students who would like a preferred first name that is different from their legal name to appear on class rosters and the online environment can make this request at the Admissions & Records office using the Preferred Name Change form (https://www.swccd.edu/admissions-and-financial-aid/admissions-forms/).