

Student Administration Business Procedure and Process Documentation

Category:	Internal Procedure – Enrollment Services	Page 1 of 4
Title:	Name Change Procedure	Created: 1.15.2011 Revised: 1.21.2011
Filepath:	S:\REGISTRAR\Dept Guidelines and Procedures\Departmental Procedures	Version: 1.3

Purpose

Student record name changes are facilitated college-wide by district staff and processed in the PeopleSoft Student Administration System by the Enrollment Center. This business process documents the intake and processing of name changes in compliance with Madison College policies and business processes.

The Name Change form is to be completed and submitted by the student to declare a change of name for academic record purposes. Original or certified copies of official legal documentation must be submitted along with the form. Important clarifications in this business process include:

1. Name change requests by phone are not accepted.
2. Name change forms will not be accepted by fax or email.
3. Name changes submitted on bio/demographic forms are not entered. Refer students to the Name Change form and process.

Procedure

I. Intake

1. Completed form and required documentation must be submitted in-person with photo ID to the Truax Enrollment Center, Downtown Enrollment Information Center or any Regional or Metro Campus Office.
2. Students may mail form to the Enrollment Center with original or certified copies of official legal documentation.
3. Forms are date stamped with the date of receipt and initialed by staff.

II. Documentation

1. The student must submit an original or certified copy of legal documentation that indicates the same change of name requested on the form.
2. Refer to the Name Change Form for required/acceptable forms of supporting documentation.
3. If submitted in-person and requested by the student, a copy may be made of the original documentation and the original returned to the student. Document copies must be clean without deterioration in print quality during the scan or copy process. If unable to copy or scan as required, submit original documentation with the form and securely attach a note stating: Return Originals to Student.
4. Regional/Metro staff may forward documentation to the Enrollment Center via:
 - a. Interoffice mail of all originals – OR –
 - b. Scan documents into clean quality pdf files and email to Records@madisoncollege.org

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- Name Change form and documentation are date stamped and initialed by Enrollment Center at point of intake and placed in the Name Change processing bin located in the Customer Service unit.

III. Enrollment Center Data Entry

Name Change Navigation:

Home>Campus Community>Personal Information>Biographical>Names
Or, click Names from Add/Update a student page

Add/Update a Person - Windows Internet Explorer

https://cs.swcportal.org/psp/csprd_1/EMPLOYEE/HRMS/c/CC_BIO_DEMO_DATA.SCC_BIC

ORACLE

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | http

Biographical Details | Addresses | Regional

Wolfie Wolfpack 2742909 Wolfpack Esq,Wolfie W [Names](#)

Person Information

Date of Birth: 07/04/1976 [Birth Information](#) Campus ID:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 11/04/2009 [Birth Information](#)

*Marital Status: Single As of: 11/04/2009

*Gender: Male

National ID Customize | Find | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>

Add

Contact Information Find | View All First 1 of 1 Last

Addresses [Addresses](#)

Address Type: Mailing

Effective Date: 11/04/2009

Status: Active

Country: USA

Address: 3550 Anderson St
Madison, WI 53704-2599

Phone

*Type	*Phone	Ext	Country	Preferred
Phone Nb	608/246-6100	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

Add

Email

*Type	*Email Address	Preferred
MATC	WWOLFPACK@stu.matcmadison.edu	<input checked="" type="checkbox"/>

Add

[Visa/Permit Data](#) [Citizenship](#)

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3. Do not change any other types of names, such as Former 1.

After name change is entered:

1. Stamp "Entered" on form.
2. If original documentation return is requested by student, make copies of documentation and return by mail to student address on account.
3. Secure documentation to form and place in the expandable Records/Name Change folder in Imaging.

Related Business Process

1. Family Educational Rights and Privacy Act
2. Federal Trade Commission Red Flags Rule
3. Madison College Policies & Business Processes
4. Name Change Form