

# RECORDS

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Students are responsible for notifying LSSC of any changes in their personal information (i.e. address, phone number, etc.). Students are able to update their personal information via myLSSC.

## Name Changes

In order for a student to have their name changed on the official academic record, they must submit the Change of Name form. This form is available online via Workflow in myLSSC.

Official name changes require submission of a state ID, driver's license, legal name-change documentation, divorce documentation, or adoption documentation.

## Address Changes

Students can verify the mailing address that appears on their educational record by logging into myLSSC. Students may change their address in myLSSC by clicking on Personal Information under the Student Links Card.

## Transfer Plan, Degree and Program of Study Changes

At the time of application, students who select the Associate in Arts degree program will also be required to choose a desired transfer plan program of study. The transfer plan indicates the intended major at a university. A program of study is the type of degree and academic field the student will pursue.

The Change of Program form is required to change a transfer plan, academic program, or degree status on the student's official academic record. This form is available by selecting Workflow on the student resources tab in myLSSC. It is recommended that students select a transfer plan, program, and degree status early in their enrollment. Students may change their program until the drop deadline of the current semester.

**Note:** International students and students who receive financial aid must be classified as degree-seeking for reporting requirements. It is recommended that students consult with their Academic Advisor before requesting a program change.

## Degree and Enrollment Verifications

To provide a more efficient and cost-effective verification process, LSSC has entered into a formal agency agreement with the National Student Clearinghouse (NSC) of Herndon, VA to perform written verifications of degrees and past attendance inquiries. Acting as LSSC's agent, NSC provides services in full compliance with all applicable privacy laws and, in particular, the Family Educational Rights and Privacy Act of 1974 (FERPA). The NSC is intended to provide third parties with a single, easy-to-access source for verifying degrees and past attendance at colleges and institutions across the country.

To perform a degree verification or confirm past attendance of a student, please contact NSC at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) (<http://www.studentclearinghouse.org/>).

Students can submit an Enrollment Verification Request in Workflow via myLSSC.