



STUDENT INFORMATION CHANGE

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Educational records are maintained under a student's full, legal name. Official college documents, such as transcripts and diplomas, are issued under the name listed in CMN's student information system. In the event of an error or a legal name change, students may change the name on their college academic record by presenting appropriate legal documentation and this form to the Office of Admissions. This form should be submitted in person with appropriate original documentation.

Student's Name _____ **Student ID** _____

Name Change

Current Name (as listed in system) _____

New Name _____

Include appropriate documentation for any changes in your student data (i.e. marriage certificate, divorce decree, social security card, etc.)

Local Address Change

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ County _____

Permanent Address Change

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ County _____

Please update the above information on my student records. For name changes: I understand that a change in my name will also be reflected on my CMN email. I understand that a change in my mobile number will be reflected on Raven Alert system.

Signature: _____ Date: _____

Change Student Master (including email)

Notify IT by email

Notify FA office by email