

# STUDENT INFORMATION

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FCC considers the following to be essential elements of a student record:

- Legal name
- Permanent address
- Birth date
- County and state of legal residence
- Phone number

Frederick Community College accords to students all rights under the Family Educational Rights and Privacy Act as amended. No one outside the institution shall have access to, nor will the institution disclose any information from, a student's educational record without the written consent of the student, except when prior written consent is not required by the act or the implementing regulations. A complete text of the college's compliance procedures is available upon request from the Welcome Desk.

## Change of Student Information

Students who change their address during the year are responsible for completing a "Change of Address" form in Registration and Records or at frederick.edu (<https://www.frederick.edu/admissions/registration-forms.aspx>). Proof of residence will be required.

Students who wish to change their name must fill out a form available at the Welcome Desk or at frederick.edu <https://www.frederick.edu/admissions/registration-forms.aspx>. Changes to Primary Name require documentation (list of appropriate documents available at Registration and Records). Changes to Chosen Name do not need documentation.