

Change of Address, Phone, Email

1. Sign in at <https://my.slcc.edu>
2. Select the **Academic and Records** tab on the top bar.

The screenshot shows the mySLCC website interface. The top navigation bar includes links for HOME, ADVISOR, EMPLOYEE, TIME & LEAVE, RESOURCES, BUDGET & FINANCE, SEMESTER CHECKLIST, **ACADEMICS & RECORDS** (highlighted with a red circle), and ADVISING. Below the navigation bar, the breadcrumb trail reads "MySLCC > Academics & Records". The main content area is divided into two columns. The left column features a dark blue header "Academic Records" (highlighted with a red circle) and a list of links: My Profile, Account Summary by Term, Change of Address, Phone, Email, Display Academic Transcript, Enrollment Verification, Order Official Transcripts, Personal Pronoun Update, Student Profile, Transcript Evaluation, View Holds, View My Academic Awards, 1098-T Tax Notification Form, and 1098-T Tax Notification Information. The right column contains sections for Grades (The Beginning of Time), Schedule (Look Up Classes, View/Print Schedule Summary, View/Print Schedule by Day & Week, Canvas, Attendance Tracking), and Testing Centers (Certifications, Jordan - Health Sciences, Tra, Redwood - Traditional and On). Below the Academic Records list is an "Academic Planning" section with links for Academic Calendar, Advising Information, and Application for Graduation.

3. Click on **Change of Address, Phone, Email** (indicated by red arrow) under the Academic records field.

This screenshot is identical to the previous one, showing the mySLCC website with the "ACADEMICS & RECORDS" tab selected. A red arrow points to the link "Change of Address, Phone, Email" in the Academic Records list, indicating the next step in the process.

4. Fill out the form to request the needed changes to your personal information.

Change of Address, Phone, and E-mail Form
Please fill out this form to request the needed changes to your personal information.

Name: _____

Mailing Address: _____

Apt: _____

City: _____

State: _____

Zip: _____

Home Phone: _____ - _____ - _____

Cell Phone: _____ - _____ - _____

Text Messages: _____

Home Email: _____

ATTENTION: This will change student records only

Submit Changes

5. Click the submit button to finalize the change.

Change of Address, Phone, and E-mail Form
Please fill out this form to request the needed changes to your personal information.

Name: _____

Mailing Address: _____

Apt: _____

City: _____

State: _____

Zip: _____

Home Phone: _____ - _____ - _____

Cell Phone: _____ - _____ - _____

Text Messages: _____

Home Email: _____

ATTENTION: This will change student records only

Submit Changes 