Professional Development Student Record Management

Salt Lake Community College
Miller Campus—MPDC 110
9750 South 300 West
Sandy, UT 84070
Office Hours: Mon—Fri 8:00am—4:30pm

Step 1: Login into your MyPage account.

Step 2: Click on the “Academics & Records” tab.

Step 3: Scroll down to “Admissions Update Applications”.

Step 4: Click on “Start Term Change”.

Step 5: Select the appropriate term and click “Update”.

Step 6: This screen confirms that your term change request has been submitted.

It will take 5—10 days for your Term Change to be updated.