



READING AREA COMMUNITY COLLEGE PERSONAL PROFILE **Change** FORM

***required fields**

_____/_____/_____
(Optional) Social Security Number

***Student ID Number**

_____/_____/_____
***Date**

***PRINT: Last Name**

First Name

Middle Name

(_____)_____
Primary Phone Number

☐ Home ☐ Cell

(_____)_____
Secondary Phone Number

☐ Home ☐ Cell

Personal Email

_____/_____/_____
***Date of Birth**

Email is an official means for communication at Reading Area Community College. There is a reliance on electronic communication among our students, faculty, staff and administration. This is required for convenience, speed and cost-effectiveness. Allowing the college to retain and use a personal email ensures that important messages may be received by all students. Student emails will only be used for messages related to enrollment, financial aid, student billing, cultural and academic activities endorsed by RACC. Students have the right to opt in/out of the use of their personal email at any time.

Address Change:

New Address

PO Box or Street

City

State

Zip

School District

Township/Borough

County

If moving **into** Berks County, you must provide proof.

☐ Driver's License

☐ Per Capita Tax Receipt

☐ Other: _____

☐ Voter Registration Card

☐ Current Lease

Name Change:

Previous Name

New Name

Last

Last

First

MI

First

MI

Must attach proof of new name.

Please provide one of the following for verification:

☐ Marriage Certificate

☐ Social Security Card

☐ Driver's License

☐ Other: _____

NOTE: Your original user ID and RACC email address will remain the same.

Emergency Contact:

Name/Relationship

Day Phone Number

Evening Phone Number

X _____

Student's Signature

Bring picture ID

Hand-deliver to Records Office, Berks Hall, Room 107

Keep Your Personal Contact Information Up-to-Date!

During your college experience at RACC, you will receive information in a variety of ways. We ask that you keep your contact information current so that you do not miss out on any important communications. **Please note that if we receive any returned mail for you, we treat the address as an invalid address and delete it from your record.**

We use your contact information for many reasons including the following:

1. **Loan Repayment** - If you take out a federal student loan, your servicer must have valid contact information to set up repayment.
2. **Voice Blast** - Periodically we send voice blasts to inform you of important information such as priority registration times and payment deadlines.
3. **Wait List** - If you are on the wait list for a class and a spot opens in the class, the Records Office will call you to let you know you can register. If you do not do so within a certain timeframe, you will miss the opportunity to get into the class.
4. **Financial Aid** - Most correspondence is sent by mail or emailed and must be addressed in a timely manner.
5. **Refund Checks** - If you do not sign up for direct deposit, your financial aid refund check will be mailed. An invalid address will delay your refund.
6. **Instructor Contact** - Instructors may use your contact information to communicate about class cancellations and other relevant issues specific to their classes.
7. **Lost and Found** - If any identifiable personal items of yours are found on campus, we will use your contact information to notify you.
8. **Emergency Situations** - If there is any emergency situation, your personal and emergency contact information will be used to reach you or other designated contacts.

To check if your Profile information is correct . . .

Log into MyRACC Portal

Go to Web Advisor for Students Menu

In the right-hand column, click on My profile