

Rochester General College of Health Careers

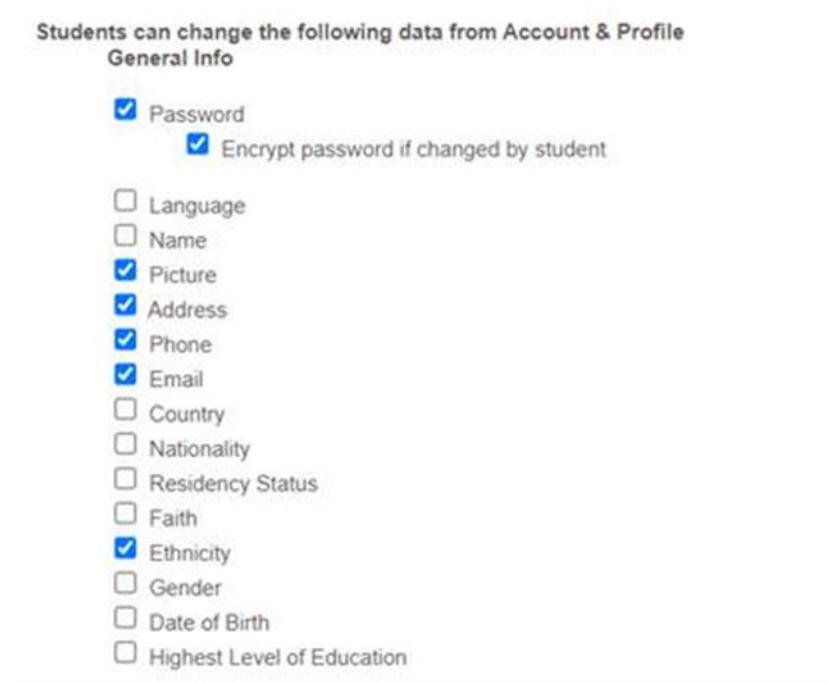
2022-2023 Catalog Addendum

Policies regarding Address Verification & Change of Personal Profile

Students address is confirmed upon application and completion of the FASFA.

Students who need to make changes to any aspect of their profile including address or name change, must notify the Registrar within 14 days of the effective change. The Registrar will walk the student through the address change process via ORBUND. For address change, the student is instructed to do the following:

Log into Orbund and follow the prompt to the self-help feature to change your address or any aspect of their profile indicated by a self-help check mark.



Students can change the following data from Account & Profile

General Info

- ☒ Password
 - ☒ Encrypt password if changed by student
- ☐ Language
- ☐ Name
- ☒ Picture
- ☒ Address
- ☒ Phone
- ☒ Email
- ☐ Country
- ☐ Nationality
- ☐ Residency Status
- ☐ Faith
- ☒ Ethnicity
- ☐ Gender
- ☐ Date of Birth
- ☐ Highest Level of Education

Name change is not a self-help feature in Orbund. The student must follow these steps:

- A name change must be processed in person, with the Registrar
- Name change requests are accepted for students who are currently enrolled and for previous students whose records are maintained in the student electronic database
- Student presents a certified copy of a court order or a marriage certificate or a dissolution decree reflecting the new name in full
- Student completes Official Name Change and Preferred Name and Gender Change form and submit to the registrar for processing
- The Registrar updates student record in Orbund.