

# RECORDS

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It is your responsibility to notify Valencia of any change in your record, such as address, status, etc. You are required to keep Valencia informed of your current mailing address, which you must update through your Atlas account. If we send mail to the mailing address in your student record and it is returned to the college, you will have a hold placed on your record that will prevent access to your records and registration until your address is updated.

All documents submitted to Valencia become the property of the college and will not be returned to the student.

## Campus of Record

You may attend classes at the East Campus (North Econlockhatchee Trail), Lake Nona Campus (Narcoossee Road), Osceola Campus (Denn John Lane), West Campus (South Kirkman Road), Winter Park Campus (West Morse Boulevard) or at all of these locations, but you must declare your "home" campus. Your home campus is the campus where you take the majority of your classes.

## Change of Major Deadline

Change of major requests received after the Change of Major Deadline listed in the Important Dates and Deadlines calendar will be processed for the next term.