

# RECORDS

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It is your responsibility to notify Valencia College of any change in your record, such as address, status, etc. You are required to keep Valencia College informed of your current mailing address, which you must update through your Atlas account. Please be advised that certain updates to your record will require supporting documentation such as name changes. 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 College become the property of the college and will not be returned to the student.

## Campus of Record

You may attend classes at the Downtown Campus (W. Livingston Street), East Campus (North Econlockhatchee Trail), Lake Nona Campus (Narcoossee Road), Osceola Campus (Denn John Lane), Poinciana Campus (Pleasant Hill Road), 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 and where your primary assigned advisor may be located.

## Change of Program/Major Deadline

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