



What if a change needs to be made to the graduation application or commencement participation questionnaire?

- Contact Records at Records@heartland.edu
- 1. Changing graduation (completion) term
 - a. If you do not meet the requirements to graduate, contact Records to reapply for a future graduation term upon registration of the required courses.
- 2. Changing Commencement participation status
 - a. If you initially indicated you were not planning to participate in the commencement ceremony and later decide you would like to participate, contact HCC Records Office.
 - b. If you initially indicated you were planning to participate in the commencement ceremony and later decide you are unable to participate, contact HCC Records Office.
 - c. Diplomas will be sent electronically and mailed to all graduates, regardless of participation in the commencement ceremony.
- 3. Changing Address
 - a. Mailing address can be updated within your Student Center, Profile Tile.
 - b. Records will only change permanent address with a current, valid photo ID.
- 4. Changing Name
 - a. For legal name changes, submit documentation to HCC Records Office.
 - b. Create a Degree Name on the graduation application for a preferred name to be on your diploma.
- 5. Changing Email addresses
 - a. The primary means of communication is the Heartland email address.
 - b. Update your personal email address, within your Student Center, Profile Tile.