



### RETURN TO:

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Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Student ID#: \_\_\_\_\_

## MISSING DEMOGRAPHIC INFORMATION (19/20)

In order for the Santiago Canyon College Financial Aid Office to disburse funds, your personal demographic information must be complete on WebAdvisor. This includes: address, phone number and email address. Please see the instructions below and submit this document to the financial aid office for confirmation. \*Student Employees will not be able to submit changes on WebAdvisor (see below Section II)

### Section I

The following are instructions for students that can update their missing information on Web-Advisor:

1. Log onto your Web-Advisor
2. Under "User Account", click on "Address Change"

The screenshot shows a web form titled "Address Information For". It includes fields for Street Address/Apartment, City, State (CA - California), Zip, County, and Country (US United States). There is a section for Phone Number with columns for Ext and Type (CELL Cell Phone, HOME Home Phone). An E-Mail Address field is also present. At the bottom, there is an Effective Start date (11/19/15) and a SUBMIT button. Red arrows point from a box labeled "Update ALL fields" to the address, city, state, and zip fields. Another red arrow points from a box labeled "Update fields" to the phone number type dropdown menu.

*All fields shown above must be complete. Any missing information may delay future funds.*

### Section II

**\*STUDENT EMPLOYEES: please complete the following with the correct information and submit this form to the Financial Aid Office.**

Street Address/Apartment #				City	State	Zip Code
Phone Number:	<input type="checkbox"/> Cell	<input type="checkbox"/> Home Phone	E-Mail Address			

#### Indicate your status below:

- I have updated my demographic information on WebAdvisor.
- I was unable to update my demographic information on WebAdvisor; my current information is listed above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Office Use Only			
Verified By:	(Analyst Name)	<input type="checkbox"/> Confirmed Data	<input type="checkbox"/> Updated/Corrected Data
			Date

#### Non-Discrimination Policy

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to: **Rancho Santiago Community College District Title IX Officer and Section 504/ADA Coordinator John Didion 2323 N. Broadway Santa Ana, CA 92706 Phone: (714) 480-7489**