

Date: April 28, 2023

Memo to: Chancellors, Superintendents, Presidents, and Accreditation Liaison Officers of ACCJC Member Institutions; Other Interested Parties

From: Mac Powell, President

Subject: ACCJC Change of Address

This memo is to inform you that the Accrediting Commission for Community and Junior Colleges (ACCJC) **has a change of address, effective immediately**. It has changed from 331 J Street, Suite 200, Sacramento, CA 95814 to:

Accrediting Commission for Community and Junior Colleges (ACCJC)
428 J Street, Suite 400
Sacramento, CA 95814
Telephone number: 415-506-0234

**The 10 Commercial Blvd., Suite 204, Novato, CA 94949, address has been invalid since 2021 and mail is no longer being automatically forwarded from that address.*

Please know there will be no disruption in operations and services. However, there are a couple of items of which to take note:

1. Institutions should update all of their ACCJC records with the new Sacramento address.
2. When acknowledging their accreditation, institutions should update the representation of accredited status statement in publications and in electronic communications such as websites with the new Sacramento address. The instructions for representation of accredited status have been updated on Page 5 of the *Accreditation Liaison Officer (ALO) Guide*.
3. **For all ACCJC Dues and Fees payments**, including annual dues and substantive change dues, please **continue to send checks to the P.O. Box address**. This address will also continue to be noted on ACCJC invoices:
 - Accrediting Commission for Community and Junior Colleges (ACCJC)
P.O. Box 147
Novato, CA 94948

ACCJC is in the process of updating our address with all of our vendors and on our website and publications. Thank you in advance for your attention to this matter. Please reach out to ACCJC staff at communications@accjc.org if you have any questions.

In an effort to ensure wide distribution of this information ACCJC is utilizing multiple means of communication, we apologize if you receive this as a duplicate.