

**Date:** December 2, 2021

**To:** Chancellors, Superintendents, Presidents, Accreditation Liaison Officers and All Other Interested Parties

**From:** President Stephanie Droker, Ed.D.

**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 10 Commercial Boulevard, Suite 204, Novato, CA 94949 to:

Accrediting Commission for Community and Junior Colleges (ACCJC)  
331 J Street  
Suite 200  
Sacramento, CA 95814  
Telephone number: 415-506-0234

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, including accounts payable, 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 Midterm, Follow-Up, Special, and Institutional Self-Evaluation Reports, please **continue to send USB drives** to the P.O. Box address referenced in the *Guidelines for Preparing Institutional Reports to the Commission* and the *Guide to Institutional Self-Evaluation, Improvement, and Peer Review*:

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](mailto:communications@accjc.org) if you have any questions.