

Type your information, then print or print a blank form.



CHANGE OF RECORD REQUEST FORM

SOCIAL SECURITY / STUDENT NUMBER
(Currently on Record)

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NAME
(Currently on Record)

LAST NAME FIRST NAME M.I.

PLEASE MAKE THE FOLLOWING CHANGES TO MY STUDENT RECORD:

CHANGE NAME

LAST NAME FIRST NAME MIDDLE/MAIDEN

Note: In the drop down box, please select the appropriate legal documentation being used to support name change **and** attach to this form:

CHANGE Address _____ City _____ State _____ ZIP _____
Telephone (_____) _____

CHANGE Student Number _____ - _____ - _____ (Social Security Card required)

CHANGE Personal E-mail Address _____

*CHANGE Major/Program of Study _____ (*Advisor's signature is required)

CHANGE CATALOG to CURRENT CATALOG (please adjust my degree plan to the catalog currently in use)

*CHANGE Degree/Award Type: AA AS AAS AOT CERTIFICATE SHORT CERTIFICATE

(NOTE: Advisor's signature is required for options with the *)

Student's Signature Date Advisor's Signature Date

CHANGE OF MAJOR / PROGRAM OF STUDY / CHANGE OF AWARD SURVEY

- When you completed your application for admission, did you understand the differences between the award types of short certificate, certificate, and associate degree? ___ Yes ___ No
- Reasons for changing your major / program of study: (select all that apply)
 - ___ New major/program better suits my future career choice
 - ___ New major/program is more interesting to me.
 - ___ I was not aware of this major / program upon my admission.
 - ___ Other: _____
- If you are changing from a certificate / associate degree award to the short certificate award, will you later complete one or both of the higher level awards? ___ Yes ___ No