



Request for Student Record Change

Purpose:

To provide students the opportunity to change their record (name, social security number, student type, catalog year, or program of study) on file with the Registrar’s Office. Students wanting to change their mailing address, email, or phone number, should do so through LoLa. (Related Policy: Catalog Year, found in the 2019-2020 Catalog and referenced below)

Student Information: *(Please Print Clearly)*

NAME _____ LOLA # _____
 PHONE _____ E-mail _____
 CURRENT DEGREE PROGRAM: _____

Type of Record Change Being Requested (select all that apply):

- Name Change
 - Social Security Number
 - Student Type
 - Catalog Year
 - Program of Study
-

Name Change: Attach official documentation- marriage certificate, divorce decree, or court order and photo identification

From: _____ To: _____
 Last First Middle Last First Middle

Reason for Change of Name: Married Divorced Other

(Explain) _____

Change of SSN: Attach official documentation- State ID or Passport, or Social Security card and Photo Identification

From: _____ To: _____

Program of Study Change: to change your program of study, check the program of study you want to change to (and concentration where applicable) below

Program of Study	Gonzales Campus	Reserve Campus	Westside Campus
AC & Refrig: Commercial		<input type="checkbox"/>	
Business Office Administration	<input type="checkbox"/>	<input type="checkbox"/>	
Drafting & Design Tech	<input type="checkbox"/>	<input type="checkbox"/>	
Elec Helper: Commercial/Industrial		<input type="checkbox"/>	
General Studies	<input type="checkbox"/>		
Industrial Instrumentation Tech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Maintenance Tech		<input type="checkbox"/>	<input type="checkbox"/>
Medical Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Coding Specialist	<input type="checkbox"/>		
Patient Care Technician		<input type="checkbox"/>	
Pipefitter Apprentice	<input type="checkbox"/>		
Practical Nursing	<input type="checkbox"/>		
Process Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching (Grades 1-5)	<input type="checkbox"/>		
Welding	<input type="checkbox"/>	<input type="checkbox"/>	
		Concentration	Concentration
Louisiana Transfer-Associate of Art	<input type="checkbox"/>	Business <input type="checkbox"/>	Criminal Justice <input type="checkbox"/>
		Humanities <input type="checkbox"/>	Social Sciences <input type="checkbox"/>
Louisiana Transfer-Associate of Sci	<input type="checkbox"/>	Biological Sciences <input type="checkbox"/>	Physical Sciences <input type="checkbox"/>
Associate of General Studies	<input type="checkbox"/>	Arts & Humanities <input type="checkbox"/>	Computer Science <input type="checkbox"/>
		Natural Sci/Math <input type="checkbox"/>	Social Behavioral Science <input type="checkbox"/>
		General Business <input type="checkbox"/>	

Catalog Year Change:

I am requesting a change of Catalog from: _____ (Academic Year) to: _____ (Academic Year) to be used to meet program requirements for graduation. I have met with an advisor and understand the graduation requirements.

NOTE: Catalog year determines the set of academic requirements that must be fulfilled for graduation. A student will graduate under the catalog in effect at the time of initial enrollment as a degree-seeking student at RPCC. This catalog may continue to be used by the student provided enrollment is not interrupted for two consecutive regular semesters (i.e., fall and spring). A student whose enrollment is interrupted for two or more consecutive regular semesters may choose no catalog earlier than the one in force at the time of re-entry. Students may also choose to move into a newer catalog year if desired. RPCC will make a reasonable effort to honor the curricular requirements in the chosen issue of the catalog. However, because courses and programs are sometimes discontinued, RPCC shall make the final determination as to whether or not degree requirements are met.

Student Type Change:

Are you enrolled in high school Yes No
Did you graduate from high school Yes No
Have you ever attended this college Yes No
Have you ever attended any other college Yes No
***If yes, were you enrolled in high school at the time?** Yes No

Are you currently seeking a degree **at another college** and plan to return to that college next semester?
 Yes No

Additional notes for any of the above requests:

Routing Instructions

Completed forms must be hand delivered by the student making the request to the Student Services Office at the Gonzales, Reserve, or Westside Campus. In order for the form to be processed, an RPCC staff member must verify that the person delivering the form is the student requesting the record change. A government-authorized photo ID is required.

For Office Use Only:

Date Received: _____

Photo ID Verified By: _____