Lawson State COMMUNITY COLLEGE

CHANGE OF RECORD REQUEST FORM

SOCIAL SECURITY / STUDENT NUMBER
(Currently on Record)

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: Please check the appropriate legal documentation being used to support name change **and** attach to this form:

- ❑ Name Change Decree (from a probate court)
- ❑ Marriage Certificate
- ❑ Divorce Decree (with mandate to return to use of maiden name)
- ❑ Birth certificate
- ❑ **VALID** Driver's License
- ❑ Input error by LSCC staff

☐ *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

1. 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
2. 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:
   _____
   _____
3. 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

Revised 12/2009