

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: 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 Degree/Award Type: AA AS AAS AOT CERTIFICATE SHORT-TERM CERTIFICATE
(*Check ONE; Advisor's signature is required these options)

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 suites 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

For Office Use Only

Received by: _____ Date: _____

Processed by: _____ Date: _____