

Demographic Change Form

A photo ID will be required for any changes.



Indicate the term in which these changes are effective: _____

Section I: ID and contact information

Student ID **S** _____ Best contact phone number _____

Student name currently on file: **Last** _____ **First** _____

Demographic changes for all past and present RRCC employees must also be changed with Human Resources

Section II: Student Name Change – Requires legal documentation. Please note: All RRCC employee name changes must be processed through Human Resources with a Social Security Card in the new name.

Legal Name: _____
First Middle Last

Section III: Social Security Correction – Requires Social Security card

Current SSN on file with RRCC _____ Corrected _____

Section IV: Date of Birth Correction – Requires Government-Issued ID or Birth Certificate

Current DOB on file with RRCC _____ Corrected _____

Section V: Change of address – Past and present RRCC employees must also change their address with Human Resources

New address: _____ Apt. _____

City: _____ State: _____ Zip: _____

Telephone: H _____ W _____ Cell _____

Email address: _____

Section VI: Change of Degree Program - Please note, your status can be changed only once a semester. Any changes requested below may affect your financial aid funding.

- I am requesting a status change from degree seeking to non-degree seeking. (Non-degree seeking students are ineligible for Financial Aid.)
- I am requesting a status change from non-degree to degree or certificate.

Please select one:

- Associate of Arts (AA) Emphasis: _____
- Associate of Science (AS) Emphasis: _____
- Associate of Gen. Studies (AGS) Emphasis: _____
- Associate of Applied Science (AAS) Emphasis: _____
- Certificate Emphasis: _____

Signature: _____ Date: _____

For Office Use Only

Processed by: _____ Form of ID: _____ Date: _____
Initials Form of ID Presented