Demographic Change FormA 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	udent 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.			
·	ssed through Human Ke	esources with a Soci	al Security Card in the new name.
Legal Name:	Middle		Last
Section III: Social Security Correction - Req	quires Social Security ca	ard	
Current SSN on file with RRCC		Corrected	
Section IV: Date of Birth Correction – Requi	res Government-Issued	I ID or Birth Certificat	te
Current DOB on file with RRCC			
Section V: Change of address – Past and pres	cont PPCC amployees m	wet also change their	addrass with Human Resources
New address:			Apt
City:	State:		Zip:
Telephone: H	W	Cell	
Email address:			
Section VI: Change of Degree Program - Ple requested below may affect your t		an be changed only	once a semester. Any changes
☐ I am requesting a status change from <u>c</u> (Non-degree seeking students are inelig.	degree seeking to non-	degree seeking.	
\Box I am requesting a status change from \underline{n}	non-degree to degree c	or <u>certificate</u> .	
Please select one:			
☐ Associate of Arts (AA)☐ 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	D: Form of ID Presented	Date:	Revised: 10/2013 dmr