



wccadmissionsinfo@yccd.edu



ycadmissions@yccd.edu

### STUDENT RECORDS CHANGE REQUEST

Use this form to update your Yuba Community College District student information. Address and phone number can also be updated on YCCD Self-Service. Emailed forms must come from your YCCD student email. Forms sent from personal email accounts will not be accepted. **Requests without required documentation will not be processed.**

Current Name on File: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Phone #: \_\_\_\_\_ Home College:  Yuba College  Woodland Community College

----- ONLY FILL OUT THE INFORMATION YOU ARE REQUESTING TO BE UPDATED -----

**PERSONAL RECORDS – Update your personal information on file. Photo ID is required for name, SSN, and birth date changes.**

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Chosen/Preferred Name  Legal Name: official document with name such as state ID, marriage license, court order, or passport required.

Social Security Number (SSN): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

SSN card required. Card must be signed. Students should not email copies of their SSN card and should come to a Yuba College or Woodland Community College campus to update their SSN.

Birth Date (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_

Official document with date of birth such as state ID, birth certificate, or passport required.

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Other (please specify) : \_\_\_\_\_

**ACADEMIC RECORDS – Update your program (major), educational goal, and/or your catalog rights (catalog year you are following). Students are encouraged to meet with a counselor to discuss their academic goals first.**

Add Program(s): \_\_\_\_\_

Remove Program(s): \_\_\_\_\_

Update Catalog Rights: \_\_\_\_\_ for Program(s): \_\_\_\_\_

Educational Goal: \_\_\_\_\_ - choose ONE:

- A - Transfer to four - year college with an associate’s degree
- B - Transfer to a four - year college without an associate’s degree
- C - Earn a general education associate’s degree, A.A.
- D - Earn a vocational associate’s degree, A.S.
- E - Earn a vocational certificate
- F - Explore career interests, plans and goals

- G - Learn job skills (new career)
- H - Update current job skills
- I - Maintain certificate or license
- J - Educational development
- K - Improve basic skills in reading, math, etc.
- L - Complete high school credit

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Processed by: \_\_\_\_\_ Date: \_\_\_\_\_