



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: \_\_\_\_\_

Official document with name such as Driver's License or 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 Driver's License or 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: \_\_\_\_\_