



CHANGE/DUAL PROGRAM FORM

___ Fall ___ Spring ___ Summer Year: ___
INSTRUCTIONS
1. Complete ALL information below. 2. Return completed form to current advisor or Student Success Center.

PLEASE PRINT - Complete all information requested below.

Name:	Student ID#: @
Mailing Address	Phone Numbers
Street or PO Box:	Primary Phone:
City, State, Zip:	Secondary Phone:

___ I would like to drop my current program , and I request to enroll in a new program.	
Current Program to Drop:	___ Degree ___ Diploma ___ Certificate
Desired Program to Add:	___ Degree ___ Diploma ___ Certificate
Reason for Change:	

___ I would like to keep my current program, and I request to enroll in a second program.	
Current Program to Keep:	___ Degree ___ Diploma ___ Certificate
Desired Program to Add:	___ Degree ___ Diploma ___ Certificate
Reason for Change:	

___ PLEASE RE-EVALUATE TRANSFER CREDITS

By my signature below, I understand that:

1. This request will be reviewed by the appropriate College officials; **it is not a guarantee of acceptance.**
2. Courses previously taken at RVCC may not transfer to my new program.
3. Courses previously transferred to RVCC may not transfer to my new program.

Student Signature: _____ **Date:** _____

Current Advisor or Student Success Center Signature: _____ **Date:** _____

Admissions Counselor Signature: _____ **Date:** _____

Accept Date: _____ **Confirm Date:** _____

Copy to:
___ Student
___ Admissions Office
___ Registrar/VA SCO
___ Financial Aid
___ Current Advisor
___ New Advisor

REGISTRAR'S OFFICE USE ONLY
Effective Semester/Year: _____
Processed: Initials: _____ Date: _____
Update: ___SGASTDN ___SHADEGR ___SGAADVR

