CHANGE OF CADET STATUS

CHANGE OF TRACK: MILITARY/CITIZEN-LEADER (VPI) TRACK

Name _____ Date_____
Last First MI

Company ____ Class _____Room #/Dorm_____ Student ID #_____ Major _____

Leaving: AFROTC, AROTC, NROTC or VPI (circle one) Entering: AFROTC, AROTC, NROTC or VPI (circle one)

Reason for track change (circle one): Academics, Choice, Financial, Fitness, Medical, Other (explain) _____

Complete and Initial All Items on Applicable Checklist Below (Complete all items within 72 hours).

ROTC to VPI

_____ 1. Clear ROTC Department and obtain initials of your ROTC instructor/advisor.

_____ 2. Cadet will send an Email to VPI Deputy Commandant, Lt Col Russell (druss135@vt.edu), with the following information:

- -Last Name, First Name, MI
- -Home town
- -Corps Year Status -Academic Year Status
- -Major & Minor(s) -ELS Y / N? In/Out state?
- -Email Address
- -Require VPI Lab waiver? If YES, explain why in detail.
- -Already have an approved Lab waiver? If YES, explain.
- -If known, Top 5 Strengths and Myer-Briggs type
- -Career Goals / Aspirations (this is important)

_____ 3. Report to VPI Deputy Commandant, Lt Col Russell (Lane #244) for in-processing.

_____ 4. Meet VPI Transition Officer for welcome and overview on VPI cadet goals, standards, policies, and uniforms.

_____ 5. Visit Tailor Shop for VPI uniform item issue.
ALL: VPI "Headlight" insignia
SO, JR, SR: 2 ea. black VPI PT T-shirts
1 ea maroon shirt (VPI Bag)
FR (spring): Same as above
FR (fall): N/A. Wait until spring.

_____ 6. Report to your Deputy Commandant to inform them of your change in status.

_____ 7. Report to Commandant's Executive Assistant, Ms. Leketa Miller (Lane #251) ***in uniform*** to change status in Banner, update leadership minor tracking, ELS status, and force-add VPI Pro Lab (as required). Leave checklist with her to be filed in your personnel folder (Ms. Miller's initials).

VPI to ROTC

_____ 1. Visit and obtain initials of Deputy Commandant, Lt Col Russell (Lane #244).

_____ 2. Report to new ROTC for in-processing.

_____ 3. Report to your Deputy Commandant to inform them of your change in status.

_____ 4. Report to Commandant's Executive Assistant, Ms. Leketa Miller (Lane #251) ***in uniform*** to change status in Banner, update leadership minor tracking, ELS status, and drop VPI Pro Lab (as required). Leave checklist with her to be filed in your personnel folder (Ms. Miller's initials).