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	VPI to ROTC
_____ 1. Clear ROTC Department and obtain initials of your ROTC instructor/advisor.	_____ 1. Officially notify and clear VPI BN. Obtain initials of VPI Director, Mr. Ken Mallory (PHW #0B13).
_____ 2. Send an Email to VPI Director, Mr. Ken Mallory (kemallor@vt.edu), with the following information:	_____ 2. Report to new ROTC for in-processing.
-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 your Deputy Commandant to inform them of your change in status.
_____ 3. Report to Mr. Mallory (PHW #B013) for in-processing.	_____ 4. Visit Tailor Shop for ROTC uniform item issue. Exchange VPI "Headlight" insignia for ROTC "Headlight" insignia.
_____ 4. Meet VPI Transition Officer for welcome and overview on VPI cadet goals, standards, policies, and uniforms.	_____ 5. Email Ms. Nicole Freeman (taranf87@vt.edu) notifying your change of status.
_____ 5. Visit Tailor Shop for VPI uniform item issue. Exchange ROTC "Headlight" insignia for VPI "Headlight" insignia.	_____ 6. Report to Commandant's Executive Assistant, Ms. Leketa Miller (CLMS #152) *in uniform* to change status in Banner/Filemaker, and force-add VPI Pro Lab (as required). Leave checklist with her to be filed in your personnel folder
_____ 6. Report to your Deputy Commandant to inform them of your change in status.	
_____ 7. Email Ms. Nicole Freeman (taranf87@vt.edu) of your change in status	
_____ 8. Report to Commandant's Executive Assistant, Ms. Leketa Miller (CLMS #152) *in uniform* to change status in Banner/Filemaker, and force-add VPI Pro Lab (as required). Leave signed checklist with her to be filed in your personnel folder	