

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.
- _____ 2. Cadet will send an Email to VPI Assistant Director, Mr. Oberoi (jtoberoi@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, Capt McGrath (NCH #B013) 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. Exchange ROTC "Headlight" insignia for VPI "Headlight" insignia.
- _____ 6. Report to your Deputy Commandant to inform them of your change in status.
- _____ 7. Report to Mr. Eric Tysor (Lane #241) **in uniform** for update of ELS status (Mr. Tysor's initials).
- _____ 8. Report to Commandant's Executive Assistant, Ms. Leketa Miller (Lane #244) **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 (Ms. Miller's initials).

- _____ 1. Visit and obtain initials of Deputy Commandant, Mr. Oberoi (New Cadet Hall #0B09).
- _____ 2. Report to new ROTC for in-processing.
- _____ 3. Report to your Deputy Commandant to inform them of your change in status.
- _____ 4. Visit Tailor Shop for ROTC uniform item issue. Exchange VPI "Headlight" insignia for ROTC "Headlight" insignia.
- _____ 5. Report to Mr. Eric Tysor (Lane #241) **in uniform** for update of ELS status (Mr. Tysor's initials).
- _____ 6. Report to Commandant's Executive Assistant, Ms. Leketa Miller (Lane #244) **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 (Ms. Miller's initials).