

# 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
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- \_\_\_\_\_ 1. Clear ROTC Department and obtain initials of your ROTC instructor/advisor.
  
- \_\_\_\_\_ 2. Cadet will send an Email to VPI Deputy Commandant, LtCol Cox ([cacox@vt.edu](mailto:cacox@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 LtCol Cox (PHW #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, LtCol Cox (PHW #0B13).
  
- \_\_\_\_\_ 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).