

CHANGE / DECLARATION OF DEGREE / MAJOR

Name: _____ S# _____

PLEASE PRINT CLEARLY

ATTENTION VETERAN STUDENTS: Are you receiving Veterans Educational Benefits? ____ YES ____ NO
If YES, see the VA certifying official in CC-224

INSTRUCTIONS: Please indicate the DEGREE AND/OR MAJOR you are changing from and your advisor's name. Indicate the DEGREE AND/OR MAJOR you want to be changed to. **You must make an appointment with the Coordinator of Academic Advising in your division and obtain a signature from that advisor.** Your academic advisor will also be changed to a faculty member in your new degree and/or major. Change of DEGREE AND/OR MAJOR requests after the end of the ADD PERIOD are normally made effective the next semester. A Department Chairperson signature is required for current term DEGREE AND/OR MAJOR changes made after the last day to add classes for the term.

Current Degree: (Circle)	Associate of Arts	Associate of Science	Associate of Applied Science	Associate of General Studies	Certificate
Current Major:			Current Advisor:		

Requested Degree: (Circle)	Associate of Arts	Associate of Science	Associate of Applied Science	Associate of General Studies	Certificate
Requested Major:			New Advisor:		

Admission to the following programs requires a separate application to the department. Students admitted to the program will receive an acceptance letter from the department. When the department informs Admissions and Records of the acceptance, the major change will be made. If you have an acceptance letter and the major change has not been completed, please bring your acceptance letter to Admissions and Records in CC-224

Dental Assisting Dental Hygiene Medical Sonography Physical Therapy Assistant	Emergency Medical Services Nursing Occupational Therapy Assistant Respiratory Care Practitioner	Psychiatric Technician Radiologic Technology
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State Board Policy requires all certificate and degree-seeking students to be assessed in the basic skills areas of reading, sentence skills, mathematics, and computer literacy. All required Basic Skills courses must be completed within the first 30 semester hours of course work. If the student is exempt, have they provided appropriate transcripts or ACCUPLACER Test results? ____ Yes ____ No

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Change of DEGREE AND/OR MAJOR requests after the end of the add period are normally made effective for the next semester. A Department Chairperson signature is required for current term degree and/or major changes made after the last day to add classes for the term.

Dept. Chair Signature: _____ Date: _____

For Official Use

<input type="checkbox"/> ACCUPLACER Test Date (SOATEST): _____ <input type="checkbox"/> Advisor Change (SGAADVR): _____ <input type="checkbox"/> Advisor(s) Notified of Change: _____	Date Entered: _____ Data Operator: _____ Exempt: _____ Effective Term: _____
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SPAIDEN (Address/Age/Citizenship)
 SOAHSCH (High School)
 Ability to Benefit
 SOAPCOL (College Transfer)