

This form is used to request a change/addition of academic program in the following situations:

Academic Programs can be changed or added for the *current semester* up to 10 business days after the start of the semester. See the Academic Calendar for specific date. Requests received after the deadline will take effect in the current semester, only if the student registers for any late starting classes *after* the Academic Program Change/Addition Request is processed. Otherwise, the new program will take effect the following semester.

If you have missed the deadline and need to change or add a program for the current semester and you receive Financial Aid you must meet with a Financial Aid Specialist prior to requesting any program changes

Student Information:

Last Name _____ First Name _____ MI _____

Email _____ Phone Number _____ Student ID _____

Additional Programs

Please add new/additional program (s) _____

Close existing program (s) Yes No

Requesting a Minor

Please add the following minor(s) to my Bachelors:

BS Business Administration

BA Sustainability Studies

BA Human Services

Keep any existing minors

Remove any existing minors

Do you receive Financial Aid? Yes No

By signing this form, I confirm that I understand that changes to my program can impact my financial aid award. I understand that I should discuss my program change with a CMC Financial Aid Specialist. I accept responsibility for any payments or chargebacks that may result from this change.

Do you receive Veterans Benefits? Yes No

By signing this form, I confirm that I understand that changes to my program can impact my Veterans Benefits. I understand that I should discuss my program change with CMC's Coordinator of Military Services. I accept responsibility for any payments or chargebacks that may result from this change.

I have met with my advisor and I understand my new program requirements.

Student Signature _____ Date _____

Advisor Signature _____ Date _____

OFFICE USE ONLY

This request is for the current semester and was received before the 10 day deadline.
Add new program with start date of first day of current semester.

This request was received after deadline.
Once processed, change/addition will take effect in current semester only if student registers for any late starting classes. Otherwise, it will take effect next semester.

Add new program(s)

End Previous Programs(s)

Reassign Advisor/Counselor

Update Catalog Year

Update Home Location

Email to Veterans if student selects YES

Email to Fin Aid if student selects YES

Processor _____ **Date** _____

If the student has requested a Minor please email to Registrar's Office for program adjustments